

RAMS Generated (top of page):

Agency Name	Department of Education
Division	Independent Public School - South Metropolitan Education Region
Branch	Lesmurdie Senior High School
Position Title	Structured Work Place Learning Support Officer
Position Number	00039293
Classification & Award	Level 3, \$65,326 - \$70,754 per annum (DOE (SSO) GA 2017)
School Logo (URL)	

https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=4133&type=SCH_LOGO

Manually Generated (body of advertisement):



Advertised Vacancy Number: IPS/SS600171

This is a permanent full-time position commencing Term 4, 2019

Are you looking for an exciting and rewarding career helping students learn, to develop meaningful relationships with industry and prepare them for the workplace?

Lesmurdie Senior High School (SHS) is seeking an enthusiastic Structured Work Place Learning Support Officer to make a valuable addition to their energetic team.

As the Structured Work Place Learning Support Officer, you will ideally have excellent interpersonal, organisational and communication skills as well as the ability to collaborate with others in a team environment. The successful applicant will support the provision of selection, training and induction of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teacher and assessors. You will monitor student progress, including checking student logbooks for satisfactory completion and working hours.

Lesmurdie SHS has an established reputation where all students are motivated to achieve excellence in their academic, sporting and cultural endeavours. Our students are friendly, confident and successful and our teaching and support staff provide a distinctive, comprehensive education with strong academic and vocational pathways assisted by effective pastoral care programs.

To be suitable for this role, you will need to demonstrate the following work related requirements:

- Skills in developing, implementing and evaluating Workplace Learning programs.
- Well-developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
- Sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
- Sound organisational skills, including the ability to meet deadlines and identify priorities.

Applications will be assessed against these work related requirements of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about Lesmurdie Senior High School can be found by visiting www.lesmurdie.wa.edu.au or [Schools Online](#).

Additional information about Independent Public Schools is also available [here](#).

For further job related information:

Please contact Lyn Harris, Manager Corporate Services, by telephoning (08) 9291 1200 or emailing lynette.harris@education.wa.edu.au.

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the Work Related Requirements, in context of the role and business needs of the school
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for **[number of referees]** work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY

Employees will be required to:

- provide evidence of eligibility to work in Australia for the term of the vacancy;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS ARE NOT ACCEPTED.