

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Group:</b> Schools Division	<b>Effective Date of Document</b> 21 August 2018
<b>Directorate:</b> Southwest Education Region schools:	

**THIS POSITION**

**Title:** Regional Attendance Coordinator

**Classification:** Level 5

**Position No:** 00015901

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Regional Executive Director

**LEVEL:** EXDRED

**POSITION NUMBER:** 00030358

**TITLE:** Engagement and Transitions Manager

**LEVEL:** 7

**POSITION NUMBER:** 00024258

**This position and the positions of:**

<b>Title:</b> Various	<b>Classification:</b>	<b>Position No:</b>
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<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO.</b>	<b>EFFECTIVE DATE</b>
Regional Attendance Coordinator	Level 5	00015901	21 August 2018

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The South West Education Region is headed by a Regional Executive Director. Support services are managed by networks of schools working together to determine what support is required, and how these support needs will be delivered and shared. To meet the diverse needs of the schools in the region, two school networks exist, each having a Network Principal who coordinates their collaboration.

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## **ROLE**

The Regional Attendance Coordinator:

- provides support to staff in Regional Office in developing and implementing processes and strategies to promote and improve retention, participation and engagement through improved attendance of students across all year levels
- responds to enquiries from schools, community members and parents concerning attendance and exemption issues
- researches and identifies emerging trends, monitors and supports schools with school attendance resources, strategies, issues and procedures
- collaborates with principals to facilitate appropriate placement and case management of non-attending and alienated students
- facilitates the development of regional-level agreements and protocols with support agencies and employer agencies to assist non-attending and alienated students
- prepares reports, correspondence, case notes and briefings on student attendance
- provides statistical data to stakeholders and assists schools with data analysis and attendance strategies.

## **OUTCOMES**

1. Regional-based processes for improving attendance, including attendance panels, exemptions and interagency collaboration, are established and implemented.
2. Schools have in place effective policy and procedures consistent with the Education Act to manage, monitor and ensure regular attendance of students across all year levels.
3. Information on attendance (across the Region) is collected and analysed, key issues and emerging trends are identified and appropriate intervention strategies are developed.
4. Schools are supported in providing a variety of processes for coordinating and managing the placement of non-attending and alienated students.
5. Interagency collaboration is established and coordinated to assist schools and the Region to meet the needs of alienated and non-attending students.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound knowledge of current trends and issues in education relating to the student service provision for alienated and non-attending students.
2. Demonstrated high-level research, analytical and conceptual skills and an ability to plan and coordinate a variety of processes and programs.
3. Demonstrated high-level written communication skills with the ability to prepare documentation for a range of specific purposes and audiences.
4. Demonstrated highly developed verbal communication and interpersonal skills with the ability to mediate, resolve conflict and work as a collaborative team member.
5. Demonstrated skills in providing strategic leadership in the provision of support for alienated and non-attending students.

## **ELIGIBILITY**

Employees will be required to:

- 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.

## **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 21 August 2018**  
**TRIM REF # D18/0314655**