

## Workplace Learning and Student Support Officer

Cyril Jackson Senior Campus

<b>Position number</b>	00035473
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced).
<b>Classification</b>	Level 4.
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil.

### Context

Information about Cyril Jackson Senior Campus is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Coordinate the establishment and operations of the school's Workplace Learning program, including establishing new work placements.
- Locate and undertake quality assurance for suitable work placement sites.
- Train industry representatives with the Workplace Learning program processes.
- Undertake selection, training, induction and monitoring of students in the Workplace Learning program, including providing a work readiness program.
- Administer and monitor the Workplace Learning program budget.
- Maintain the Workplace Learning program database.
- Prepare relevant Workplace Learning documentation.
- Evaluate the Workplace Learning program and provide reports for submission to senior management.
- Respond to inquiries from community members and parents concerning the Workplace Learning program.
- Assist students' transition into viable post-school pathways through Secondary Graduation or out-of-school programs.

### Selection criteria

1. Demonstrated skills and experience in developing, implementing and evaluating programs that transition students from school to employment.

2. Demonstrated well developed written communication skills, including the ability to prepare reports.
3. Demonstrated well developed oral communication and interpersonal skills with the ability to liaise with individuals at all levels, facilitate school/industry partnerships and work in a collaborative team environment.
4. Demonstrated well developed organisational skills with the ability to meet deadlines and identify priorities.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

### **ENDORSED**

Date            29 November 2019  
Reference    D19/0544345