



## Healthy Active Coordinator

Mount Lawley Senior High School

<b>Position number</b>	00032227
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Program Coordinator (School Administrator Level 3)
<b>Direct reports</b>	Nil

### Context

Mount Lawley Senior High School enjoys a reputation as one of Western Australia's premier schools with a commitment to achieving excellence in all aspects of school life. The school is highly regarded for providing a broad and rich learning experience with a focus on academic excellence, personal growth and development. The school is also committed to providing learning programs that cater for all post-school destinations.

Mount Lawley Senior High School is a large Years 8 - 12 school comprising a Years 8/9 Middle School and a Senior School (Years 10 - 12). Each component runs a separate timetable and tends to be self-sufficient in terms of staffing.

Mount Lawley Senior High School is renowned for its Gifted and Talented Education Languages program in which students are able to study Italian and Chinese. The school also offers a Specialist Visual and Performing Arts program to students in the school boundary and neighbouring regions, and students in this program undertake studies in the areas of Music, Visual Arts, Drama and Media Studies.

The school has a Memorandum of Understanding with Edith Cowan University and shares some facilities and programs. It is the only school in the State where senior students can study a Certificate IV in Music at the Western Australian Academy of Performing Arts.

The school's vision is "Inspire to Aspire". The school's Values, determined by the community, are Excellence, Achievement, Tolerance, Respect, Perseverance and Learning.

The school's Healthy Active program was initially supported by a grant funded through the "Healthy Active Australia" Community and School grants program of the Commonwealth Department of Health and Aging. This project enabled:

- Enhance the physical education curriculum and link it with healthy eating.
- Identify low activity and at-risk students and provide new and varied "after-school" physical activities opportunities using the gymnasium.

- Promoting physical activity amongst all students.

Further information about Mount Lawley Senior High School is available at [Schools Online](#).

For further information about the Department, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### **Key responsibilities**

- Manage and coordinate the planning and delivery of key aspects that enhance health, fitness and well-being to students, including the daily responsibility of program activities.
- Manage and monitor the financial budget for the program.
- Promote the program within the school and to the school's parent body and wider community.
- Manage programs within the school such as Breakfast Club and Student Wellbeing Committee.
- Participants, including at-risk students, are regularly identified in consultation with teachers.
- Liaise with community groups and the Manager Corporate Services to access the school's facilities.
- Identify and recommend future priority activities to the School Leadership.
- Evaluate programs and activities and provide reports prepare reports on these.
- Undertakes research and analysis of students' attitudes toward the program.
- Liaise with relevant service providers, both in the school and in the community.

### **Selection criteria**

1. Demonstrated knowledge of and experience in the planning and delivery of health and fitness activities and programs.
2. Demonstrated ability to effectively manage a project that enhances the wellbeing and healthy activity of participants.
3. Demonstrated well developed organisational skills, including the ability to work both independently and part of a team to deliver outcomes on schedule.
4. Demonstrated well developed verbal communication, interpersonal and negotiation skills with the ability to liaise with a diverse range of stakeholders.
5. Demonstrated well developed written communication skills, including the ability to prepare reports.

### **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 6 December 2019  
Reference D19/0532953