

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

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993, School Education Act Employees' (Teachers & Administrators) General Agreement 2017 or as replaced	
Group: Public Schools Division: Statewide Services Directorate: Teaching and Learning Services Branch: Road Safety and Drug Education	Effective Date of Document 30 August 2018	

THIS POSITION

Title: Coordinator
Classification: Education Officer Level 2
Position No: Generic
Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Manager, Road Safety and Drug Education
LEVEL: 8
POSITION NUMBER: 00038890

TITLE: Principal Consultant, Regional
LEVEL: Education Officer Level 3
POSITION NUMBER: TBC

This position and the positions of:

Title: Coordinator	Classification: EO2	Position No: Various
------------------------------	-------------------------------	--------------------------------

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Coordinator	Education Officer Level 2	Generic	30 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/>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources and monitoring programs and services to ensure high standards.

The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. Services and support delivered through the Directorate are integrated with the Student Support Services Directorate, and all other functions of Statewide Services. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to deliver high-quality teaching and learning in every classroom; and creating expanded opportunities for students to develop academic, personal and social competencies they will need to participate in the future workforce and society.

The Road Safety and Drug Education Branch is a specialised centre of expertise delivering the School Drug Education and Road Aware Program (SDERA). SDERA is the State Government's primary strategy for road safety and drug education for young people. The program provides prevention education keeping children and young people safer. Program initiatives and resources target early childhood service providers and educators, school administrators, teachers, school support staff, parents/carers and the broader education community throughout Western Australia.

The SDERA program is designed to contribute to reducing road-related injuries and harms from alcohol and other drug use through education strategies and resources designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

TITLE Coordinator	CLASSIFICATION Education Officer Level 2	POSITION NO. Generic	EFFECTIVE DATE 30 August 2018
-----------------------------	---	--------------------------------	---

ROLE

The Coordinator:

- assists with planning, implementation and evaluation of drug and road safety education programs to ensure that objectives, outcomes and outputs provide a whole-school approach and are delivered in line with agreements, plans, school education programs and services relating to specific State and national strategic education programs
- influences, guides, collaborates and liaises with school leaders, government and non-government agencies and the not-for-profit sector in Western Australia in relation to delivering programs and initiatives
- supports schools, education regions and network teams to deliver integrated state-wide drug education and road safety awareness programs
- assists school leadership teams in collecting, analysing and interpreting data and other contextual information
- provides opportunities for teachers to access practical support, professional learning and online resources related to drug education and road safety
- works with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools, teachers and students
- assists with the preparation of reports and briefing papers on evidence-based approaches to drug education and road safety
- undertakes projects and tasks as directed by senior officers in the Branch.

OUTCOMES

1. Effective communication networks are established and maintained with internal and external clients, customers and stakeholders in order to promote and support SDERA programs and initiatives.
2. Practical, accessible and relevant professional learning and educational support related to SDERA programs and initiatives is available to all schools.
3. Education and support services are integrated and responsive to the needs of schools, networks and agencies.
4. Schools and communities are supported to implement, monitor and evaluate SDERA programs at classroom, school and network levels.
5. Principal Consultants are provided with advice and input to better service the needs of teachers, students and schools.

TITLE Coordinator	CLASSIFICATION Education Officer Level 2	POSITION NO. Generic	EFFECTIVE DATE 30 August 2018
-----------------------------	---	--------------------------------	---

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 substantial knowledge and understanding of teaching and learning practices and requirements.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs in drug education or road safety.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

ELIGIBILITY

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia;
- 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 30 August 2018
TRIM REF # D18/0390282