

## Engagement Coordinator (Students at Educational Risk)

### Kimberley Schools Project

<b>Position number</b>	00039902
<b>Agreement</b>	<a href="#">Public Service and Government 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

The Kimberley Schools Project (the Project) is a collaboration between the [Department of Education](#), Catholic Education Western Australia, the Association of Independent Schools Western Australia, the Department of Regional Development and the Regional Services Reform Unit. It provides \$25 million of Royalties for Regions funding to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project is for a three-year duration and has four key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Better early years learning and care** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance in a particular community.
- **Increased student and community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers, as well as learning and assessment resources that are both evidence-based and tailored to the needs of Kimberley children.

The Project is driven by a Kimberley-based Project Team, led by the Manager, Kimberley Schools Project.

This role is based in Broome.

## Key responsibilities

- Coordinate the Broome School Cluster Engagement Program for students at educational and low attendance risk.
- Research, develop and implement strategies and alternative programs that provide a responsive and effective service for students, family members and staff.
- Develop and maintain professional links between the student, family, school and other appropriate agencies in the community.
- Conduct home visits to discuss attendance and engagement plans for students at educational risk.
- Provides support and advice to students on re-engaging with education.
- Plan, develop and deliver specific activities and programs, including camps, excursions and incentives, aimed at building confidence, leadership, self-esteem and respect among identified students at educational risk.
- Provide intensive support for students at risk of leaving school early and their families.
- Facilitates multi-disciplinary team meetings and case conferences within the school's and with other agencies as appropriate, including the provision of information and consultancy advice.
- Identify and research effective practices and current issues for students at educational risk.
- Develop and maintain a record system, undertake data analysis and prepares information to develop and monitor re-engagement plans, progress reports and annual reports.
- Provide cultural awareness and support to school staff who conduct home visits.
- Facilitate enrolment processes for non-enrolled students in the community, including updating student information records in Integris.
- Support students within the classroom setting.

## Selection criteria

1. Demonstrated skills and experience in working with individual or small groups of students at educational risk who are experiencing difficulties.
2. Well-developed verbal and written communication and interpersonal skills that demonstrate an ability to establish and maintain effective working relationships to negotiate and resolve conflict.
3. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
4. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing intervention strategies and support programs.
5. Demonstrated knowledge of children's services and organisations, particularly Aboriginal education and support services for Aboriginal families.

## Eligibility and training requirements

Employees will be required to:

- hold 'F' and 'LR' class driver's licences
- 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            23 September 2019  
Reference    D19/0439158