

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

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced	
Group:	Schools	Effective Date of Document
Directorate:	North Metropolitan Education Region	13 October 2017
Branch:	Swan View Senior High School	

THIS POSITION

Title: Engagement Officer

Classification: Level 3

Position No: 00035582

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00003392

TITLE: Manager Corporate Services
LEVEL: Level 5
POSITION NUMBER: 00003400

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Engagement Officer	Level 3	00035582	13 October 2017

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>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

TITLE Engagement Officer	CLASSIFICATION Level 3	POSITION NUMBER 00035582	EFFECTIVE DATE 13 October 2017
------------------------------------	----------------------------------	------------------------------------	--

ROLE

The Engagement Officer:

- collaborates with school staff, parents, external agencies and the community to identify students at risk of disengaging from their educational pathway
- makes regular contact with families and establishes community links to monitor and engage identified students
- assists with the development and implementation of a range of preventative strategies at the school level to support disengaged students and students at educational risk
- assists the Student Services Manager with the development and implementation of individual behaviour improvement plans
- assists the Student Services Manager in collaborative case conferences and other intervention processes to improve student engagement and retention
- maintains student specific case notes, briefing notes and relevant information, reporting to administration staff and Regional Education Office staff as required
- investigates incidents and areas of student conflict through consultation with relevant stakeholders
- identifies students' aspirations and interests to develop and implement activities and projects aimed at improving student behaviour
- supports implementation of the Behaviour Management In Schools policy through effective processes in identified priorities.

OUTCOMES

1. Students at risk of disengagement are identified and supported to continue their education.
2. Effective systems are established and maintained to manage relationships with students, parents and staff.
3. Effective advice and support is provided to individual students, families and staff that contribute to student engagement.
4. Appropriate communication and networks are established within the school, region, community and relevant agencies to cater for the needs of students with behavioural issues.
5. Effective support is provided to students at educational risk with the provision of individual behaviour management plans.

TITLE Engagement Officer	CLASSIFICATION Level 3	POSITION NUMBER 00035582	EFFECTIVE DATE 13 October 2017
------------------------------------	----------------------------------	------------------------------------	--

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 considerable experience in working with individuals or small groups of disengaged students to implement educational pathways.
2. Demonstrated sound verbal and written communication skills.
3. Demonstrated considerable knowledge of issues related to education within a local community.
4. Demonstrated sound research and problem solving skills including the ability to identify appropriate solutions.
5. Demonstrated sound interpersonal skills, including the ability to establish and maintain effective working relationships.

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 Accountability 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 13 October 2017
TRIM REF # D17/0434379