



## Workplace Learning Officer

### Broome Senior High School

<b>Position number</b>	00039884
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced</a>
<b>Classification</b>	Level 3.
<b>Reports to</b>	Manager (Level 5)
<b>Direct reports</b>	Nil.

### Context

Broome Senior High School, winner of the WA School of the Year for 2012, is now one of the premier high schools in the State. A leading Independent Public School in its own right, the school is also proudly part of the Broome Cluster of Independent Public Schools working in close collaboration with the town's four primaries: Broome, Broome North, Cable Beach and Roebuck primary schools.

The Broome Cluster arrangement is an exciting initiative and Broome Senior High School is an active partner in developing strategies.

We pride ourselves on strong academic achievement, pastoral care and partnerships with the community. Through our strong pastoral care program, the school embraces the cultural diversity of students and teachers and promotes cultural acceptance. We strive for every student to be successful.

Information about the Broome Senior High School is available on [Schools Online](#).

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

### Key responsibilities

- Support the establishment and operations of the school's Workplace Learning (WPL) program.
- Provide a customer-focused service to internal and external clients, including those from diverse cultural backgrounds.
- Assist in locating appropriate industry placements for students.
- Conduct site checks and meetings with prospective employers.

- Support the provision of selection, training, induction and monitoring of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Monitor student progress in the workplace.
- Maintain the WPL program database.
- Prepare relevant correspondence and maintains administrative requirements of the WPL program.
- Monitor the WPL program budget.
- Respond to enquiries and promotes the WPL program to the community, industry members and parents.
- Provide clerical support for special projects across school teams as business needs arise.

### **Selection criteria**

1. Demonstrated sound skills in developing, implementing and evaluating Workplace Learning programs.
2. Demonstrated ability to provide customer-focused services.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills with the ability to initiate, plan and coordinate activities within the school.
5. Demonstrated sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

### **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            11 September 2019  
Reference    D19/0420734