



Transition Coordinator - Martu mobility Case management for transient students Pilbara Education Region

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced
Classification	Level 4
Reports to	Principal
Direct reports	Nil

Context

The Pilbara Cross-sector Partnership initiative forms part of the Pilbara Partnerships for Student Success (PPSS) project. Through a \$4.65 million funding allocation from Royalties for Regions, all schools in the Pilbara receive support and assistance to deliver a suite of educational initiatives that address school attendance and student engagement. The project encompasses the provision of four initiatives: Pilbara Attendance Coordination; Pilbara Cross-sector Schools Partnership; In-school Engagement of Students; and Location Based Responses.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Identify, communicate and assist schools with effective processes and procedures for enrolments, alternative attendance arrangements, and following up unexplained and unauthorised absences.
- Provide operational support including school inductions for students to maximise attendance across all schools, Department and Non-government schools.
- Develop and maintain effective community and intra-agency partnerships relating to non-attending and disengaged students within the network.
- Identify, communicate and provide training and assistance to schools on effective follow-up processes and procedures for managing unexplained and unauthorised absences.
- Collect and analyse student attendance data, identify issues to support schools and report on targets for improved attendance.

- Support and advise schools in the development, implementation, evaluation and reporting of targeted interventions for individuals and family groups who are non-attending or disengaged from education.
- Liaise with and respond to inquiries from central and regional office, community members and parents concerning legal matters of attendance and parent responsibility in relation to the *School Education Act 1999*.
- Assist schools and families with processes to enhance students' readiness to learn and engage in learning environments.
- Support and liaise with Aboriginal and Islander Education Officers in schools to support attendance and engagement of Aboriginal students.

Selection criteria

1. Demonstrated ability in providing operational policy and attendance related support and guidance for network schools.
2. Demonstrated understanding of trends and issues in education relating to school attendance for Aboriginal students who are transient across and between sectors.
3. Demonstrated sound written, verbal and interpersonal skills with the ability to undertake consultation, and negotiation, working effectively as part of a team and with target groups.
4. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
5. Demonstrated initiative and organisational skills, including the ability to identify priorities, address operational needs and meet agreed outcomes.

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 17 March 2020
Reference D20/0137606