

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> <b>Statewide Services</b>	<b>Effective Date of Document</b> 8 June 2017
<b>Division:</b> <b>Statewide Services Centre</b>	
<b>Directorate:</b> <b>Student Support Services</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Senior Consultant Student Support</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Position No:</b>	<b>Generic</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director, Student Support Services	
<b>LEVEL:</b>	DCO	
<b>POSITION NUMBER:</b>	00035548	
<b>TITLE:</b>	Manager	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

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Senior Consultant Student Support	Level 6	Generic	8 June 2017

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

The Statewide Services Group 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 of support.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

The services and support delivered through the Student Support Services Directorate are integrated with the Teaching and Learning Service Directorate, and all other functions of Statewide Services, to support the successful outcomes for all students. 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 provide timely, responsive and effective support for each student; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

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## **ROLE**

The Senior Consultant Student Support:

- assists in planning, implementation, monitoring and evaluation of student support services in response to the needs of public schools and the Department's strategic direction
- provides integrated support to schools, education regions and network teams related to student services and other learning support needs
- provides opportunities for teachers to access practical support, professional learning and online resources related to student support
- collects, analyses and interprets data and other contextual information related to student support services
- assists in the preparation of preparation of reports, briefings and other documentation pertaining to student support services
- liaises with Departmental staff and external providers to develop, implement and report on student support initiatives and services
- works with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools, teachers and/or students
- undertakes student support related projects and tasks as directed by senior officers in the Student Support Services Directorate.

## **OUTCOMES**

1. Student support services are integrated and responsive to the needs of schools and networks.
2. Schools are supported to implement, monitor and evaluate student support related improvement strategies at the classroom, school and network levels.
3. Practical, accessible and relevant professional learning and advice related to student support services is available to all public schools and public school teachers.
4. Senior officers in the Statewide Services Division are provided with reports, briefings and other advice to better service the student support related needs of public schools.
5. Collaboration and negotiation with relevant agencies are established and maintained in order to promote Department initiatives relating to student support services.

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## **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 student services practices and requirements.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs.
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 highly developed written communication and presentation skills, including experience in the preparation of reports, briefing and other documentation to support and inform senior officers.
5. Demonstrated highly developed research, analytical and conceptual skills, including the ability to deal effectively with change and generate innovative solutions related to student support services.

## **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

## **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 8 June 2017**

**TRIM REF # D17/0245379**