



Workplace Learning and Student Support Officer

Ashdale Secondary College

Position number	00033674
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 4.
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Ashdale Secondary College is available on [Schools Online](#).

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

Key responsibilities

- Coordinate the establishment and operations of the College's Workplace Learning program.
- Locate and undertake quality assurance for suitable work placement sites.
- Train industry representatives with the Workplace Learning program processes.
- Undertake selection, training, induction and monitoring of students in the Workplace Learning program.
- Administer and monitor the Workplace Learning program budget.
- Maintain the Workplace Learning program database.
- Prepare relevant Workplace Learning documentation.
- Respond to inquiries from community members and parents concerning curriculum policies and operations.
- Assist at-risk students transition into viable post-school pathways through Secondary Graduation or out-of-school programs.

Selection criteria

1. Demonstrated considerable knowledge of current Workplace Learning programs.
2. Demonstrated well developed verbal and written communication and interpersonal skills with the ability to establish and maintain effective working relationships and facilitate school/industry partnerships.
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 conceptual and analytical skills with an ability to provide innovative thinking in problem solving.
5. Demonstrated skills and experience in working effectively with at-risk students.

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 13 December 2019
Reference D19/0556170