

**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> Schools	<b>Effective Date of Document</b> 7 September 2017
<b>Region:</b> Education Regions	
<b>School:</b> Schools	

<b>THIS POSITION</b>	
<b>Title:</b>	Senior Participation Coordinator
<b>Classification:</b>	Level 5
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b>	Nil

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Regional Executive Director	
<b>LEVEL:</b>	Various	
<b>POSITION NUMBER:</b>	Various	
<b>TITLE:</b>	Engagement and Transition Manager	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	Various	
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Senior Participation Coordinator	Level 5	Generic	7 September 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.

Across the State, regional offices are responsible for supporting schools in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Regional offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Senior Participation Coordinator	Level 5	Generic	7 September 2017

## ROLE

The Senior Participation Coordinator:

- supports the Engagement and Transition Manager achieve effective transitions of students between school, training and work
- assists with planning, communication and support of Participation Coordinators and Participation Support Officers
- supports and develops skills of Participation Coordinators in case coordination, career and transition planning for disengaged compulsory school age students
- trains, coaches, mentors and supports Participation Coordinators and Participation Support Officers within the region, coordinates and monitors workloads and may performance manage various team members
- assists with the implementation and operational management of strategies and plans for training or suitable employment for compulsory school-aged students at risk of disengaging from education
- reinforces the brokerage philosophy and communicates, monitors and reports on implementation plans, and provides feedback of effectiveness to the Engagement and Transition Manager
- coordinates the collection and analysis of data to assess the effectiveness of the Region's participation strategy
- develops strong communication networks with key agencies, such as the Department, other government and community agencies, and schools
- complies with the requirements of the Acts Amendment (Higher School Leaving Age and Related Provisions) Act 2005.

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO</b>	<b>EFFECTIVE DATE</b>
Senior Participation Coordinator	Level 5	Generic	7 September 2017

## **OUTCOMES**

1. Appropriate learning programs, environments and career development and support services are delivered to address identified needs for each young person at risk of leaving school early.
2. Support and guidance is provided to Participation Coordinators and Participation Support Officers to continually develop skills to effectively support the transition of at risk compulsory school-aged students into a range of post school options.
3. Participation Coordinators are trained, coached, mentored and are performance managed.
4. Equitable caseloads are maintained across the Participation Coordinator and Participation Support Officer teams and they are supported to achieve appropriate outcomes with high needs clients and in the completion of 'Notices of Arrangements'.
5. Participation Coordinators understand and work effectively with the brokerage model and are supported to consider a range of referral pathways, career and transition plans for at risk compulsory school-aged students.
6. Proactive development and maintenance of networks/relationships occurs with schools and other support services (e.g. State Government, Commonwealth and community agencies) that are involved in meeting the needs of young people.
7. Information and data is gathered, analysed and reported in an accurate, timely and confidential manner and used to make effective decisions in relation to the Region's participation strategy.
8. Feedback is provided to schools on the status of 'Notices of Arrangements'.
9. School data relating to low attendance and referral procedure is monitored.

## **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 well-developed knowledge of youth, education, training and support services and an understanding of the requirements to support the transition of compulsory school-aged students into appropriate post school options.
2. Demonstrated capacity to work in diverse settings with at-risk young people.
3. Demonstrated sound management, supervisory and leadership skills, including the ability to mentor and support staff, and use performance management to enhance capacity.
4. Demonstrated strong conceptual and analytical skills, including an ability to identify and clarify issues.
5. Demonstrated highly developed communication skills (both oral and written) and interpersonal skills including the ability to negotiate, work within a team environment and with people across a range of backgrounds.

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO</b>	<b>EFFECTIVE DATE</b>
Senior Participation Coordinator	Level 5	Generic	7 September 2017

## **ELIGIBILITY**

Employees will be required to:

- hold a nationally recognised qualification in human services, youth work or a related area;
- hold a current 'C' class driver's licence;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check;
- undertake travel including overnight stays in non-metropolitan locations, as required; and
- undertake travel in small aeroplanes to remote locations, as required.

## **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 7 September 2017**  
**TRIM REF # D17/0365131**