



## Program Coordinator

### Alternative Learning Placement Team

<b>Position number</b>	00039527
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced
<b>Classification</b>	School Administrator Level 3
<b>Reports to</b>	Principal Advisor (School Administrator – At Substantive Level)
<b>Direct reports</b>	Teacher x2 (TCH) School Psychologist Consultant x2 (SPSY2) Social Worker x2 (Specified Calling Level 1) Aboriginal Youth Transition Coordinator x2 (Level 4) Administrative Assistant (Level 2)

### Context

The Statewide Services Division 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 ensuring there is state-wide integration of support to schools and students, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Alternative Learning Placement Team is responsible for:

- identification and liaison with services/pathways available in regions for students excluded or at risk of being excluded
- brokering of suitable alternative educational options
- the transition process of students into new environments
- development and implementation of risk management plans and strategies.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- provides high-level advice and support to Departmental staff on working with students excluded or at risk of being excluded
- ensures information and support is provided to assist families to make informed choices about the educational provision for their child
- coordinates alternative learning placement programs for schools with students excluded or at risk of being excluded

- develops, implements, monitors and reviews alternative learning placement plans and learning programs
- provides input into the development of policies and procedures that promote educational outcomes for students excluded or at risk of being excluded
- provides professional leadership, coaching and mentoring programs to build capacity of staff and school networks
- works with school staff to develop pathways and transition support for students excluded or at risk of being excluded
- establishes and maintains effective working relationships with internal and external stakeholders
- leads staff members within the alternative learning placement team in the development and achievement of departmental outcomes
- researches and analyses data and monitors effectiveness of programs and provides comprehensive reports
- manages financial, human and physical resources of the branch
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage physical and financial resources.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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            29 April 2019  
Reference    D19/0178407