

**RAMS Generated (top of page):**

Agency Name	Department of Education
Division	Independent Public School - South Metropolitan Education
Region	
Branch	Gilmore College
Position Title	Student Support Officer
Position Number	00034673
Classification & Award	Level 3, \$67,326 - \$72,754 per annum (DOE (SSO) CA 2019)
School Logo (URL)	

[https://www.det.wa.edu.au/schoolsonline/display\\_image?schoolID=4150&type=SCH\\_LOGO](https://www.det.wa.edu.au/schoolsonline/display_image?schoolID=4150&type=SCH_LOGO)

**Manually Generated (body of advertisement):**



**Advertised Vacancy Number: IPS/SS656157**

***This is a permanent full-time position commencing Term 1, 2021***

Gilmore College is seeking to appoint a dedicated and motivated Student Support Officer to join their friendly team.

The successful applicant will be energetic, motivated, and enthusiastic; flexible and reliable. They will be expected to provide a high level of customer service in all matters of student services, as required, in a timely and efficient manner. They will have a focus on maintaining relationships with students, staff and the community. They will show a commitment to the priorities of the Gilmore College 'Business Plan', be solutions focused and have the ability to build and maintain effective relationships quickly with all stakeholders.

The role of Student Support Officer is to assist with administrative processes that ensure a responsive and effective student support service. Under direction, they will collaborate and conduct discussions with staff, parents/guardians and the community to identify student absenteeism and truancy and to collect and provide case information.

Furthermore, they will be expected to assist with the implementation of a range of school attendance strategies; attend and provide supporting information to team meetings, case conferences and other intervention processes; maintain information and record systems and collate and prepare information used in case conferences and to develop strategies and student support programs. You may also be required to participate in crisis management and response duties, and provide support for special projects across the college as required.

Gilmore College is an Independent public school which opened in 2008 continuing 52 previous years of secondary education provided by Kwinana Senior High School. The school continues the education of students from within the City of Kwinana area primary schools. At our modern campus in Kwinana, Students at Gilmore College frequently excel in academic, cultural, industrial, sporting and technological endeavours. Recently the school has placed a focus on the sustainable use of resources, caring for our natural environment and reconnection with our Whadjuk Noongar Boodjar (country, land, earth and sea of our first people.)

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements (selection criteria):

- Good oral, written and interpersonal communication skills, with the ability to establish and maintain effective and collaborative working relationships.
- Effective planning and organisational skills, with the ability to manage competing priorities within timelines.
- Good research, conceptual and analytical skills, including the ability to identify problems and provide solutions.
- Skills and experience in working with individual or small groups of students experiencing difficulties.
- Knowledge of the youth sector, particularly local organisations and services.

Applications will be assessed against these work related (selection criteria) of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

*The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.*

Further information about Gilmore College can be found by visiting [www.gilmorecollege.wa.edu.au](http://www.gilmorecollege.wa.edu.au) or [Schools Online](#).

Additional information about Independent Public Schools is also available [here](#).

**For further job related information:**

Please contact Jessica Hammill, Human Resources Manager, by telephoning (08) 6595 2737 or emailing [jessica.hammill@education.wa.edu.au](mailto:jessica.hammill@education.wa.edu.au)

**Application Instructions**

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include: **[red highlighted areas are optional]**

- A **[number of pages]** page statement addressing the Work Related Requirements (selection criteria), in context of the role and business needs of the school
- A CV of up to **[number of pages]** pages outlining your employment history and professional learning summary relevant to this position
- The contact details for **two (2)** work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

*If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.*

**Eligibility and training requirements**

Employees will be required to:

- Provide evidence of eligibility to work in Australia for the term of the vacancy;
- 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.

The Department applies a four (4) day breach period to this selection process.

**Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY**

***APPLICATIONS MUST BE SUBMITTED ONLINE***

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS  
ARE NOT ACCEPTED.***