



## Senior Consultant

### Disability Services and Support

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant (Level 7)
<b>Direct reports</b>	Nil

#### 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 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.

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 Disability Services and Support branch will provide the strategic management and coordination of policy, resourcing, services and support for students with disability. The Disability Services and Support branch is located within the Student Support Services Directorate, and part of Statewide Services. The goals of the branch are:

- all students with disability have access to a program aligned with their learning needs
- all students with disability are able to participate in the full school experience
- all students with disability transition into meaningful post school options
- there are demonstrable improvements in standards of achievement for students with disability
- parents/families and other stakeholders have high levels of satisfaction with the education provided for students with disability.

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

## Key responsibilities

- Assist in the development, implementation, monitoring, evaluation and communication of strategies, policies, procedures and guidelines related to resourcing for students with additional needs.
- Provide advice and support to schools, central and regional services staff relating to student services support and with implementing resourcing strategies to improve educational outcomes of students with additional needs.
- Provide practical support, information and advice to parents and the wider community on resourcing for students with additional needs within a timely manner.
- Collect, analyse and interpret data to assist in system-wide strategic planning and interagency collaboration for the development of protocols and procedures and the ongoing identification of resourcing for all students.
- Assist in the preparation of reports, briefings, correspondence and responses to queries related to student support services and resourcing for students.
- Identify and develop resources to assist schools with the prevention, intervention and early identification of students at educational risk.
- Establish and maintain effective working relationships with internal and external stakeholders, working with other branches on shared priorities to deliver integrated services and support to schools, teachers and/or students.
- Undertake student support related projects and tasks and promote successful practice models of inter-agency, school and community collaboration.
- Effectively communicate outcomes related to resourcing for students with additional needs to staff, parents and the wider community.

## Selection criteria

1. Demonstrated knowledge and understanding of the current legislation, policies, processes and issues associated with students with additional needs and experience in effectively applying that understanding.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to deal effectively with change and generate innovative solutions.
3. Demonstrated highly developed verbal and interpersonal communication skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated highly developed written communication skills, including experience in the preparation of reports, correspondence, Ministerials and briefings.
5. Demonstrated highly developed planning and organisational skills, including the ability to identify priorities and meet deadlines.

## 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 8 May 2020  
Reference D20/0228714