



Coordinator – Consulting Teacher Service (Disability)

School of Special Educational Needs - Disability

Position number	Generic
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

The School of Special Educational Needs: Disability (SSEND) provides state-wide support for students with disability and learning difficulties. SSEND offers contextualised professional learning and seminars, online discussion, research, information and resources to support schools and specialised equipment for students. This service is provided through Consulting Teacher teams that offer consultation and professional learning. SSEND specialist services also include targeted support to schools and intensive support to students in the areas of Autism Education, Assistive Technology and Learning Difficulties.

Further context about SSEND is available on [Schools Online](#).

For further information about the Department of Education please visit education.wa.edu.au.

Key responsibilities

- Support the Consulting Teacher Service and schools to develop and monitor evidence based learning programs and review student learning outcomes to ensure the requirements of students with disability are met.
- Lead the team of consulting teachers to improve service delivery and develop resources.
- Provide professional leadership and professional development, coaching and mentoring programs to build the capacity of consulting teachers, Statewide Services, regional and school staff and school networks.
- Provide high level advice and support to Departmental staff including complex case coordination across teams.
- Facilitate teaching and learning outcomes through effective modelling and promoting a culture of ongoing improvement.

- Contribute to the development and implementation of school plans through participative decision-making, and assists with the development and implementation of operational policy, procedures and programs associated with the Consulting Teacher Service and SEND.
- Support the Principal to manage the financial and human and physical resources of the Consulting Teacher Service, including case allocation, case coordination and review of service delivery.
- Liaise with the Principals, internal and external stakeholders to maintain and strengthen consultancy support services to schools.

Selection criteria

1. Demonstrated high level professional knowledge and capability to develop, coordinate and deliver educational programs, that incorporate evidence based pedagogy and best practice to support high level of educational outcomes for students with disability.
2. Demonstrated highly developed leadership skills, including the ability to effectively manage teams, deliver positive outcomes and manage physical and financial resources.
3. Demonstrated high level oral and written communication and interpersonal skills, together with the ability to work collaboratively and effectively with people at all levels.
4. Demonstrated high level conceptual and analytical skills, together with the proven ability to manage complex cases and provide innovative solutions to complex problems and issues.

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 23 July 2020
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