



Program Coordinator, Aboriginal and Torres Strait Islander Education Broome Senior High School

Position number	00039054
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Broome Senior High School, winner of the WA School of the Year for 2012, is now one of the premier high schools in the State. A leading Independent Public School in its own right, the school is also proudly part of the Broome Cluster of Independent Public Schools working in close collaboration with the town's four primary schools: Broome, Broome North, Cable Beach and Roebuck primary schools.

Development of positive, respectful relationships between staff and students is a high priority within the school, along with academic excellence.

Further information about Broome Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out about the Department of Education.

Key responsibilities

- In collaboration with the Principal and members of the senior leadership team, provide educational leadership in the school and community to improve outcomes for Aboriginal and Torres Strait Islander students of Broome Senior High School.
- Lead the school community to seek and develop opportunities for improved delivery of Aboriginal and Torres Strait Islander education programs at the school.
- Provide expert advice and support to school leaders in developing and implementing plans, strategies and approaches for improving student achievement.
- Facilitate workforce effectiveness, including supporting the Manager Corporate Services to manage performance of Aboriginal and Islander Education Officers, and provide a role model for self-development to improve professional performance.

- Lead, manage and capacity build the Aboriginal and Islander Education Officer team.
- Develop and deliver professional learning to build capacity of all staff to support school plans and strategies for enhancing learning outcomes for Aboriginal and Torres Strait Islander students across the curriculum.
- Contribute to developing the School Business Plan and implementing the Aboriginal Cultural Standards Framework through participative decision making.
- Establish and manage administrative and operational systems of the Aboriginal and Torres Strait Islander Officer team
- Liaise extensively with staff, school leaders, parents, the local community, other government agencies and community providers to improve outcomes for Aboriginal and Torres Strait Islander students.
- Teach if required.

Selection criteria

1. Demonstrated ability to provide strategic leadership, deal effectively with change and generate innovative solutions related to the effective delivery of education programs to Aboriginal and Torres Strait Islander students.
2. Demonstrated extensive skills and experience in the development and implementation of learning programs and strategies at a school level.
3. Demonstrated cultural knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for Aboriginal and Torres Strait Islander students.
4. Demonstrated highly developed verbal and interpersonal communication skills at a school and community level, with the ability to establish and maintain effective working relationships to achieve planned outcomes.
5. Demonstrated well developed presentation skills, including experience in preparing reports.

Eligibility and training requirements

Being of Aboriginal and Torres Strait Islander background is considered essential for this position under section 50(d) of the Western Australian Equal Opportunity Act.

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 15 September 2021
Reference D21/0488263