

Program Coordinator – Alternative Learning Settings

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

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 Alternative Learning Settings (ALS) program was established in early 2019 to target a cohort of students who had demonstrated signs of physical aggression and would benefit from a short-term, intensive intervention program. The ALS program delivers specialised activities and learning programs that build students' social skills and self-regulation abilities in environments designed to effect positive and lasting change in their behaviour. The program has the capacity to provide access to specialists such as paediatricians, clinical psychologists or consultation with psychiatrists. Each setting accommodates up to 10 students at any time who are provided with an intensive, individualised program of support while they continue their education. There is a strong focus on developing students' social skills and ability to self-regulate.

There are currently a number of ALS sites located in the metropolitan and regional areas of Western Australia (WA) and the initiative will be expanding over the next two years, resulting in an additional eight ALS sites across the state.

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

Key responsibilities

- In collaboration with the Associate Principal and members of the leadership team, provide educational and professional leadership, embed and promote the program's vision, and build capacity of staff.
- Use effective change strategies, and establish school networks and community partnerships to develop opportunities for improved integration of services for the benefits of students participating in the program.
- Facilitate workforce effectiveness and provide a role model for self-development to improve professional performance.
- Contribute to the development of the program's vision and goals through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the program within departmental policy and guidelines.
- Manage the delivery of specialised activities and learning programs.
- Undertake administrative duties related to the particular area of responsibility.
- Liaise extensively with Principals, Deputy Principals, Heads of Department/Learning Area, relevant specialist program staff and the wider school community.
- Undertake a teaching role, if required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated extensive knowledge and understanding of teaching and learning practices and the ability to apply evidence based practices to the Program.
2. Demonstrated highly developed leadership skills, including the ability to effectively manage teams and deliver positive 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 highly developed interpersonal and communication skills with the ability to establish and maintain effective working relationships.
5. Demonstrated high level conceptual and analytical skills with the proven ability to provide solutions to complex problems and solutions.

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 18 August 2021
Reference D21/0458295