

Project Support Officer

School of Special Educational Needs: Sensory

Position number	00041799
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced
Classification	Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

The School of Special Educational Needs: Sensory (SSEN: Sensory) provides educational support for children with vision impairment and/or hearing loss. The services to support the children and their families are available following the child's diagnosis, which means that for some children the support is available from a very young age. Schools that enrol students with vision impairment and/or hearing loss are supported to provide fully accessible learning environments, curriculum, and school communities.

SSEN: Sensory operates the Early Childhood Service at Southwell Primary School and the Statewide Services Centre. This service also supports families with children aged between 0 and 4 years in their local schools and in the home. Students are also supported, state-wide, by the Vision Education Service and the Deaf Education Visiting Teacher Service. SSEN: Sensory works with a number of other key agencies that deliver services for children and families. Whenever possible the services collaborate and are coordinated to help families and children access a wide range of highly effective services.

Further context about SSEN: Sensory is available on [Schools Online](#).

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

Key responsibilities

- Coordinate, implement and monitor administrative systems and processes for SSEN Sensory.
- Establish, maintain, monitor and review systems and databases to identify opportunities for improvement.
- Gather, record and analyse school performance data to inform future planning.
- Provide statistical reports for the measuring and monitoring of school performance to school administrators.

- Assist in the preparation of Ministerials, briefing notes, reports, submissions, correspondence and presentations.
- Provide administrative support for projects and programs, including records and correspondence management and the preparation of resources.
- Provide advice and support to school management on communication and reporting processes, procedures and protocols.
- Research, develop and maintain internal communication policies.
- Design, develop and upload resources onto the school website.
- Establish and maintain working relationships with internal and external stakeholders to promote school initiatives and programs.

Selection criteria

1. Demonstrated skills and experience in providing effective administrative support.
2. Demonstrated well developed skills in data management, statistical analysis and in presenting and reporting of data and information.
3. Demonstrated well developed written communication skills and experience in the preparation of briefing notes, submissions and correspondence.
4. Demonstrated well developed oral and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals and establish and maintain effective working relationships.
5. Demonstrated well developed organisational skills, including the ability to meet deadlines and identify priorities.

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 22 September 2021
Reference D21/0535045