



## Network Attendance Officer

Pilbara Education Region

<b>Position number</b>	00036289
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal
<b>Direct reports</b>	Nil

### Context

The Pilbara Education Region comprises over 30 public schools servicing students in the north west of Western Australia. The Network Attendance Coordinator role is funded through the Pilbara Education Regional Office to support the Collective Impact Mirnukaru Hedland Attendance Strategy and the Hedland Network of Schools with supporting School Based Attendance Officers and Teams with enhancing attendance strategies, panels and processes for our most vulnerable students.

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

### Key responsibilities

- Provide operational support to the Hedland Schools' network for student attendance issues.
- Develop and maintain effective community and intra-agency partnerships relating to non-attending and disengaged students within the network.
- Identify, communicate and provide training and assistance to schools on effective follow-up processes and procedures for managing unexplained and unauthorised absences.
- Collect and analyse student attendance data, identify issues to support schools and report on targets for improved attendance.
- Support and advise schools in the development, implementation, evaluation and reporting of targeted interventions for individuals and groups of students who are non-attending and disengaged from education.
- Liaise with and respond to enquiries from central and regional office, community members and parents concerning legal matters of attendance and parent responsibility in relation to the *School Education Act 1999*.
- Assist network schools with processes and facilitation of attendance advisory panels.

- Support and liaise with Aboriginal and Islander Education Officers in schools to address non-attendance and disengagement of Aboriginal students.

### **Selection criteria**

1. Demonstrated ability in providing operational policy and attendance related support and guidance for network schools.
2. Demonstrated understanding of trends and issues in education relating to school attendance in the local context.
3. Demonstrated sound written, verbal and interpersonal skills with the ability to work effectively as part of a team and with target groups.
4. Demonstrated well developed conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
5. Demonstrated initiative and organisational skills, including the ability to identify priorities, address operational needs and meet agreed outcomes.

### **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 December 2021  
Reference    D21/0738220