

Student Support Officer

Hammond Park Secondary College

Position number	00039703
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 , or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Opening in 2020, Hammond Park Secondary College will accommodate up to 200 Year 7 students in the first year and grow to approximately 1500 students by 2025. The school is an Independent Public School and it is one of eight WA Public Private Partnership (PPP) schools. The school is built, financed and maintained by project company EduWest. While the partnership is a very different way of delivering education facilities in the State, the students' education remains the responsibility of the Department of Education, and the Principal, teachers and staff are employed by the Department of Education as they are in all public schools.

Under the PPP project the school will be built with innovative classrooms and specialist facilities opening in Stage One 2020, with further classrooms opening in Stage Two of the build in 2023.

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

Further information is available via the [Department](#) website.

Key responsibilities

- Assist with administrative processes that ensure a responsive and effective student support service is provided.
- Under direction, collaborate and conduct discussions with staff, parents/guardians and the community to identify student absenteeism and truancy and to collect and provide case information.
- Assist with the implementation of a range of school attendance strategies.
- Attend and provide supporting information to multi-disciplinary team meetings, case conferences and other intervention processes.

- Maintain information and record systems and collate and prepare information used in case conferences and to develop strategies and student support programs.
- Under direction, participate in crisis management and response duties as required.
- Establish communication and liaison networks with the school community and other stakeholders.
- Provide support for special projects and across College teams as required.

Selection criteria

1. Demonstrated good written and verbal communication skills and the ability to provide a professional, confidential service to a range of clients.
2. Demonstrated good interpersonal skills, including the ability to establish and maintain effective working relationships.
3. Demonstrated experience in the use of computerised management information systems including database, spreadsheet and word processing software.
4. Demonstrated effective organisational skills and experience in providing administrative support with the ability to manage conflicting timelines.

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 10 October 2019
Reference D19/0469270