



Youth Engagement and Support Worker

Hammond Park Secondary College

Position number	00042007
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Deputy Principal
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 was built with innovative classrooms and specialist facilities which opened in Stage One 2020, with further classrooms opening in Stage Two of the build in 2023.

Further information about Hammond Park Secondary College is available on [Schools Online](#).

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

Key responsibilities

- Improve the attendance, wellbeing, resilience and pro-social behaviours of students by working in partnership with the Student Wellbeing team to prioritise and deliver individual, small group and whole-school programs and strategies.
- Enhance student learning outcomes by identifying and establishing support networks for students with staff, the school community and, under direction, local community agencies.
- Support Student Wellbeing staff in identifying and responding to the additional needs of students.

- Work in partnerships with key services providers to coordinate and deliver activities that aim to support and engage students at risk.
- Participate in case conferences within the school and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Work in collaboration with relevant stakeholders to effectively support students; developing appropriate engagement/intervention strategies as required.
- Provide support and advice to teachers on strategies for supporting students and facilitates group work processes.
- Undertake administrative tasks as necessary; including appropriate data entry, report writing, meeting minutes and management of student case notes.

Selection criteria

1. Demonstrated considerable experience working with individuals or small groups of students who are or may be at risk and implementing strategies to improve educational outcomes.
2. Demonstrated interpersonal skills, including the ability to establish effective working relationships with people from a wide range of backgrounds.
3. Demonstrated negotiation, mediation and conflict resolutions skills with relevant experience working with students who require support.
4. Ability to work independently and as a member of a team without direct supervision.
5. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within 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 23 November 2021
Reference D21/0702361