

Student Support Officer

Castlereagh School

Position number	00042499
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 3
Reports to	Deputy Principal (School Administrator Level 3)
Direct reports	Nil

Context

Information about Castlereagh School is available on [Schools Online](#).

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

Key responsibilities

- Assist in the coordination of the Student Support Program.
- Assist in developing and introducing systems and intervention strategies which provide a responsive and effective support service for students and staff.
- Provide support and advice to teachers on strategies for supporting students and co-facilitate group work processes.
- Act as a role model and mentor to assist with:
 - identity development and cultural awareness for staff and students
 - peer acceptance and co-regulation.
- Develop supportive links between the student, the family, the school and other appropriate agencies in the community and establish a network of partnerships with other government and non-government agencies.
- Actively participate in multi-disciplinary team meetings and case conferences within the school and with other agencies as appropriate, including contributing to personalised plans and providing information and consultancy advice.
- Assist in undertaking work assessments on students, including liaising with parents/guardians, students, staff and any other relevant parties.
- Contribute to identification, planning and delivery of professional learning opportunities.
- Contribute to the planning, development, promotion, implementation and evaluation of school health and wellbeing program.
- Assist the School Administration team in crisis management and response duties as required.
- Undertake investigations of workplace incidents and accidents.

- Undertake analysis of data and trends related to injuries, incidents and hazards and assist with developing plans to reduce the risk of injury and harm.
- Record, collate and prepare information used to develop and monitor educational programs and outcomes.
- Undertake research on current issues for young people, participate in projects and provide written reports as required.

Selection criteria

1. Demonstrated good oral, written and interpersonal communication skills, with the ability to negotiate and collaborate with individuals across a range of backgrounds.
2. Demonstrated initiative and good organisational skills, with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
3. Demonstrated good research, conceptual and analytical skills, including the ability to identify problems and provide strategies.
4. Demonstrated skills and experience in working in diverse settings with students and families with significant challenges and needs.
5. Demonstrated knowledge of positive behaviour support techniques.

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 13 June 2022
Reference D22/0462150