

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983; School Support Officers Government CSA General Agreement 2017 or as replaced
Group: Schools	Effective Date of Document 4 Feb 2019
Directorate: Wheatbelt Education Region	
Branch: Mukinbudin District High School	

THIS POSITION	
Title:	Supervisor, School of Isolated and Distant Education Students
Classification:	Level 3
Position Number:	00039371
Positions under direct responsibility:	Nil

REPORTING RELATIONSHIPS	
TITLE:	Regional Executive Director
LEVEL:	EXDRED
POSITION NUMBER:	00030362
TITLE:	
LEVEL:	Principal School Administrator Level 4
POSITION NUMBER:	00036155
This position and the positions of:	
Title:	Various

TITLE Supervisor SIDE Students	CLASSIFICATION Level 3	POSITION NO 00039371	EFFECTIVE DATE 4 Feb 2019
--	----------------------------------	--------------------------------	-------------------------------------

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

Mukinbudin District High School is an Independent Public School with excellence at the core of everything we do. Providing education since 1923, we work with parents and community to ensure a supportive learning environment for all our students. We are committed to giving students opportunities to achieve their personal best and develop into independent learners, positive individuals and responsible citizens.

Mukinbudin District High School has a secondary program for Years 7 to 12 students. It involves onsite tuition for all Year 7 to 10 students and learning through the School of Distance Education for Year 11 and 12 students. Secondary students often participate in cross school activities such as Country Week, Try-a-Trade Sessions, careers days, Emergency Services Cadets and a number of interschool events.

For further information about Mukinbudin District High School I, please visit:

www.mukinbudindhhs.wa.edu.au

TITLE Supervisor SIDE Students	CLASSIFICATION Level 3	POSITION NO 00039371	EFFECTIVE DATE 4 Feb 2019
--	----------------------------------	--------------------------------	-------------------------------------

ROLE

The Supervisor, School of Isolated and Distant Education (SIDE) Students:

- liaises with SIDE to undertake student administrative activities, including processing enrolments, withdrawals and subject selection
- supervises students undertaking secondary education studies through SIDE and links students to their respective SIDE teacher via telephone and internet
- provides support to SIDE teachers by reporting on progress of student work
- monitors and reports attendance and behavioural issues of students
- liaises with the school administration team to ensure students are included into the examination timetable
- coordinates travel arrangements for SIDE teacher site visits
- liaises with school staff in facilitating and supporting student participation in whole-school activities
- provides administrative support for special projects throughout the school, as required.

OUTCOMES

1. Administrative support for SIDE students is provided to ensure enrolments, withdrawals and subject selection are effectively managed.
2. Effective relationships are developed and maintained between students, SIDE teachers and school staff to ensure learning outcomes are achieved.
3. SIDE students are supervised and effective strategies are implemented to monitor and report progress of students' work, attendance and behavioural issues.
4. Effective liaison with school administrators is undertaken to ensure SIDE students are scheduled into the school examination timetable.
5. Coordination of SIDE teacher visits, including travel arrangements, is effectively managed.
6. SIDE students are included in whole-school activities and administrative support is provided for special projects throughout the school.

TITLE Supervisor SIDE Students	CLASSIFICATION Level 3	POSITION NO 00039371	EFFECTIVE DATE 4 Feb 2019
--	----------------------------------	--------------------------------	-------------------------------------

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound written, verbal and interpersonal skills, including the ability to deal effectively with a wide range of individuals at all levels.
2. Demonstrated sound team building and student supervisory skills, including the ability to coordinate, monitor and report effectively to support student learning.
3. Demonstrated initiative and sound organisational skills with the ability to plan and coordinate student-focussed services, school activities and identify priorities to meet conflicting timelines.
4. Demonstrated sound conceptual and analytical skills, including the ability to identify problems, manage conflict and provide solutions.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 4 Feb 2019
TRIM REF # D19/0037699