

Student Support Coordinator

Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017, or as replaced
Classification	Level 4.
Reports to	Deputy Principal / Program Coordinator (Various)
Direct reports	Nil.

Context

Information about the particular school or college in which the vacancy is being advertised is available on <u>Schools Online</u>.

For further information, please visit: education.wa.edu.au.

Key responsibilities

- Coordinate the Student Support Program.
- Research, develop and implement systems, intervention strategies and alternative programs that provide a responsive and effective support service for students, family members and staff.
- Establish and maintain professional links between the student, the family, the college/school and other appropriate agencies in the community.
- Undertake work assessments on students, including liaising with parents/guardians, students, staff and other stakeholders.
- Assist the School Administration team in crisis management by providing relevant and appropriate strategies and support, as required.
- Actively assist teaching staff in the planning and implementation of class and school activities and co-facilitates group work.
- Actively participate in multi-disciplinary team meetings and case conferences within the college/school and with other agencies as appropriate including the provision of information and consultancy advice as required.



Selection criteria

- 1. Well-developed oral and written communication and interpersonal skills that demonstrate an ability to establish and maintain effective working relationships, negotiate and resolve conflict.
- 2. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
- Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing appropriate intervention strategies and support programs.
- 4. Demonstrated skills and experience in working with individual or small groups of students who are experiencing difficulties.
- 5. Demonstrated knowledge of the youth sector, particularly local organisations and services

Eligibility and training requirements

Employees will be required to:

- possess a Tertiary qualification in the Social or Behavioural Science area
- 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

Date9 September 2019ReferenceD19/0416676

