



## Regional Engagement Officer South Metropolitan Education Region

<b>Position number</b>	Generic
<b>Agreement</b>	Public Sector CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager, Behaviour, Attendance and Wellbeing (Level 8)
<b>Direct reports</b>	Nil

### Context

The South Metropolitan Education Region was formed from the Government's regionalisation initiative to empower local school communities and give principals and staff a greater say in how regional services are delivered and used. The South Metropolitan Education Region supports the Department of Education's priorities in Western Australia and commits to delivering, through schools and services, a full and engaging standard of public education, supportive of parents, students and teachers alike.

The South Metropolitan Education Regional Office is located in Beaconsfield, near Fremantle. There are 263 public schools located in the South Metropolitan Education Region. There are approximately 127 000 students enrolled in compulsory schooling within the region.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide operational support with individual student attendance and engagement issues and procedures.
- Provide support and advice to students on matters relating to their education.
- Collaborate with principals to make appropriate recommendations for non-attending and disengaged students.
- Support and advise teaching staff in the development of targeted interventions for re-engaging individuals and groups of students.
- Provide support and advice to schools on matters related to student engagement and attendance.
- Liaise and collaborate with the Participation Team on regional issues and strategies regarding students at educational risk.
- Develop and maintain professional links between students, families, schools and other appropriate agencies, including youth employment, education and training services in the community.

- Respond to inquiries from community members and parents concerning attendance and exemption issues.
- Develop and maintain a records system and prepares information to develop and monitor re-engagement plans.
- Oversee and monitor the management of exemptions from school and home education within a specified group of school networks.

### **Selection criteria**

1. Demonstrated knowledge and understanding of trends and issues in education in relation to the provision of education for disengaged and non-attending students.
2. Demonstrated conceptual and analytical skills, including the ability to identify and clarify issues and generate strategies to address them.
3. Demonstrated well developed interpersonal skills with the ability to work unsupervised or in a team environment and to work effectively with a target group.
4. Demonstrated ability to provide operational policy and/or engagement related support and guidance in the provision of processes for the management of disengaged and non-attending students.
5. Demonstrated well developed oral and written communication skills, including the ability to prepare documentation for a variety of audiences and purposes.

### **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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            15 December 2022  
Reference    D22/0885119