



Supervisor, School of Isolated and Distance Education (SIDE) Students Shark Bay School

Position number	00042776
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 3
Reports to	Principal
Direct reports	Nil

Context

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

For further information about the Department of Education, please visit education.wa.edu.au.

Key responsibilities

- Liaise with SIDE to undertake student administrative activities, including processing enrolments, withdrawals and subject selection.
- Supervise students undertaking secondary education studies through SIDE and link students to their respective SIDE teacher via telephone and internet, including practical activities.
- Provide support to SIDE teachers by reporting on progress of student work.
- Monitor and report attendance and behavioural issues of students.
- Liaise with the school administration team to ensure students are included into the examination timetable.
- Liaise with school staff in facilitating and supporting student participation in whole-school activities.
- Provide administrative support for special projects throughout the school, as required.

Selection criteria

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 develop innovative solutions to information technology issues.

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 2 September 2022
Reference D22/0682263