



Program Coordinator – Operations

School of Alternative Learning Settings

Position number	00043605
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

The School of Alternative Learning Settings (SALS) supports Western Australian (WA) public schools to ensure the best educational outcomes are achieved for students who have been excluded from school, or who are at risk of exclusion, for violent or aggressive behaviour. The school delivers targeted short-term, intensive learning and support programs aimed at building students' social skills and self-regulation abilities in environments designed to effect positive and lasting change in their behaviour.

The SALS forms part of the Statewide Services division and works in collaboration with all branches across the division to provide the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most.

The school comprises of sites located across the state's eight education regions, with administration for the school being based at the Statewide Services Centre, Padbury.

Information about the School of Alternative Learning Settings is available on [Schools Online](#).

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

Key responsibilities

- In collaboration with the Principal and members of the leadership team, provide educational and professional leadership, embed and promote the school's vision, and build capacity of staff.
- Use effective change strategies, and establish school networks and community partnerships to develop opportunities for improved integration of services for the benefits of students participating in the program.
- Facilitate workforce effectiveness and provide a role model for self-development to improve professional performance.

- Contribute to the development of the school's vision and goals through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the program within Department policy and guidelines.
- Manage the delivery of specialised activities and learning programs.
- Undertake administrative duties related to the particular area of responsibility.
- Liaise extensively with Principals, Deputy Principals, Heads of Department/Learning Area, relevant specialist program staff and the wider school community.
- Undertake a teaching role, if required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated extensive knowledge and understanding of teaching and learning practices and the ability to apply evidence based practices to the Program.
2. Demonstrated highly developed leadership skills, including the ability to effectively manage teams and deliver positive outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high-level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated highly developed interpersonal and communication skills with the ability to establish and maintain effective working relationships.
5. Demonstrated high level conceptual and analytical skills with the proven ability to provide solutions to complex problems and solutions.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 10 May 2023
Reference D23/1142815