



Regional Attendance Coordinator

Kimberley Education Regional Office

Position number	00027381
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Engagement and Transitions Manager (Level 7)
Direct reports	Nil

Context

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

Key responsibilities

- Support and lead the effective implementation of procedures and processes in schools to ensure non-attending and alienated students participate and are engaged in educational programs.
- Provide strategic advice and support to Principals and school staff in the implementation of school attendance strategies and policy compliance.
- Provide advice and support to School Based Attendance Officers (SBAO) regarding home visits, policies and procedures within a school based context.
- Implement and manage system level initiatives relating to attendance at regional level.
- Monitor and contribute to the management of school attendance strategies.
- Monitor and analyse student exemptions from schools at the regional level.
- Facilitate and collaborate with Principals, SBAOs, Aboriginal Education Coordinators, School Psychology Services and Participation staff on appropriate placement of non-attending and alienated students.
- Work collaboratively to enhance the development of regional level interagency and cross-sectoral links in relation to attendance.
- Provide strategic advice and coordination to School Psychology Services and Participation staff regarding Regional programs and strategies for students at educational risk.
- Facilitate interagency case conferences for non-attending and alienated students and the provision of advice and direction on the establishment of attendance panels.
- Manage Regional level records and performance profiling.
- Provide strategic input and coordination of the evaluation of Regional School Network initiatives, processes and programs.

Selection criteria

1. Demonstrated high-level understanding of current trends and issues in education in relation to alienated and non-attending students (e.g. Aboriginal students and students from low-socioeconomic backgrounds).
2. Demonstrated extensive understanding of Attendance Advisory Panels including panel coordination, community and school engagement, Responsible Parenting Agreements and the ability to deliver relevant training.
3. Demonstrated experience in managing projects related to alienated and non-attending students.
4. Demonstrated leadership, analytical and conceptual skills illustrating an ability to identify and clarify issues leading to the development and/or implementation of regional strategies and programs.
5. Highly developed written, oral and interpersonal communication skills that demonstrate the ability to mediate, resolve conflict and work collaboratively in a multi-disciplinary and/or multi-agency team environment.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 23 February 2024
Reference D24/0123467