



Student Support Officer

Leeming Senior High School

Position number	00044550
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Deputy Principal (School Administrator Level 4)
Direct reports	Nil

Context

Information about Leeming Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Assist in the coordination of the Student Support Program.
- Assist in developing and introducing systems which provide a responsive and effective support service for the students, family members and staff.
- Provide support and advice to staff on strategies for supporting students and facilitate processes to assist in effective student integration into the curriculum.
- Develop supportive links between the student, the family, the school and other appropriate agencies in the community and establish a network of partnerships with other government and non-government agencies, particularly with those offering assistance to students with disability and with health and education services.
- Actively participate in multi-disciplinary team meetings and case conferences within the college and with other agencies as appropriate, including supporting students and their families to access a variety of health services and the provision of information and consultancy advice as required.
- Record, prepare and collate information used to develop and monitor strategies and alternative programs.
- Undertake research on current issues for young people, participate in projects and provide written reports as required.
- Assist in undertaking assessments/case conferences on students, including liaising with parents/guardians, students, staff and any other relevant parties.

- Assist the School Administration team in crisis management and response duties as required.
- Contribute to identification, planning and delivery of professional learning opportunities.
- Contribute to the planning, development, promotion, implementation and evaluation of school health and medical management.

Selection criteria

1. Demonstrated good oral, written and interpersonal communication skills, with the ability to establish and maintain effective and collaborative working relationships.
2. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.
3. Demonstrated good research, conceptual and analytical skills, including the ability to identify problems and provide solutions.
4. Demonstrated skills and experience in working with individual or small groups of students experiencing difficulties.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

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 Accountability 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 8 March 2024
Reference D24/0162856