



Attendance Officer

Balcatta Senior High School

Position number	00044119
Agreement	Department of Education (School Support Officers) CSA General Agreement 2022 (or as replaced)
Classification	Level 2
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Further information about Balcatta 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

- Work with the Student Services team to develop, implement and review processes and preventative strategies that ensure non-attending and disengaged students participate, and are engaged, in educational programs.
- Collaborate with school staff, parents, and the community to identify and monitor student absenteeism and truancy.
- Provide individual student and family support where necessary.
- Establish and maintain appropriate communication networks with parents and caregivers within the school, region, community and relevant agencies to cater for the needs of non-attending and disengaged students.
- Communicate with parents and caregivers regarding attendance through regular telephone calls, correspondence and home visits.
- Provide supporting information to collaborative case conferences and other intervention processes to improve student attendance and engagement.
- Maintain student-specific case notes and attendance information and prepare reports for the school administration on a regular basis.
- Process attendance related data through school databases and information systems and liaises with North Metropolitan Education Regional Office staff regarding the tracking of non-attending students.
- Provide clerical support for special projects and across school teams as business needs arise.

Selection criteria

1. Demonstrated good interpersonal skills and the ability to work unsupervised and in a team environment.
2. Demonstrated ability to liaise with stakeholders to achieve improved outcomes for adolescents.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.
5. Demonstrated good verbal and written communication skills with the ability to establish and maintain effective working relationships.

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 1 November 2023
Reference D23/1788583