



## Participation Coordinator

Narrogin Senior High School

<b>Position number</b>	00041991
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

### Context

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

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Manage an assigned caseload.
- Provide individualised case brokerage and face to face outreach support services to Compulsory School-aged Students (primarily senior secondary) who are disengaged or at risk of disengaging.
- Provide advice to students and parents/ guardians on participation matters and legislative requirements relating to final years of compulsory education.
- Provides advocacy for students to access appropriate support services and works to improve outcomes related to transitions and (re)engagement into an approved option.
- Ensure case coordination and processes are compliant with relevant legislation, regulation, policies and procedures, including the Higher School Leaving Age and Related Provisions Act 2005.
- Review referrals and undertake assessment of individual students' needs, to optimise success of engagement in educational, training and employment pathways.
- Develop high quality individual pathway plans, including career and transition considerations for at risk young people to make informed choices and effective transitions to a range of appropriate pathways and post-school options.
- Participate in team and case meetings with relevant parties as appropriate, including providing information and advice on brokerage and case coordination for individual students.
- Broker transitions to and placements with post-school providers, including TAFE and other Registered Training Organisations, apprenticeships and traineeships, community-based programs or employment.

- Facilitate and support the completion of required parental permission forms seeking to be approved for agreed post-school arrangements.
- Develop and maintain professional links and effective networks with schools, State Government, Commonwealth and Community agencies, youth, employment, education and training services relevant to young people in the locality and the across Wheatbelt region, as necessary.
- Input and update of information into relevant record keeping systems, enabling analysis of data, preparation of information and reports as required and appropriate management of confidential information.

### **Selection criteria**

1. Demonstrated considerable knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated well developed conceptual and analytical skills and the ability to identify and resolve issues.
3. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to work effectively in a team environment, in diverse settings and with target groups.
4. Demonstrated ability to develop and maintain relevant professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational skills with the ability to use initiative to meet competing priorities.

### **Eligibility and training requirements**

Employees will be required to:

- hold a current 'C' class driver's licence
- undertake travel, including overnight stays in non-metropolitan locations, as required
- undertake travel in small aeroplanes to remote locations, as required
- 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            17 November 2021  
Reference    D21/0696539