



Coordinator, Student Services

Kelmscott Senior High School

Position number	00044560
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Information about Kelmscott 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 implementing processes that increase non-attending and disengaged students' participation and engagement in educational programs.
- Provide individualised case management and coordinate support services for identified students.
- Consult and advise staff on matters related to specific cases.
- Facilitate development of agreements and protocols with support agencies and employer agencies to assist identified students.
- Liaise with non-attending and disengaged students, families, and relevant support agencies and service providers to identify suitable and appropriate support.
- Respond to inquiries from community members and parents concerning attendance and engagement issues.
- Prepare correspondence, case notes and briefings on identified students.
- Identify, implement, monitor and evaluate school attendance and engagement strategies and procedures.
- Undertake attendance data analysis to identify key issues and trends, develop appropriate strategies and prepare reports as required.

Selection criteria

1. Demonstrated well developed program management skills, including project planning, budgeting, coordination, implementation and evaluation.
2. Demonstrated sound knowledge and understanding of current trends and issues in education in relation to student service provision.
3. Demonstrated well developed research, analytical and conceptual skills and an ability to plan and coordinate a variety of strategies and programs.
4. Demonstrated well developed verbal communication and interpersonal skills with the ability to identify and develop links between families and appropriate support services.
5. Demonstrated well developed written communication skills with the ability to prepare documentation for a range of specific purposes and audiences.

Eligibility and training requirements

Employees will be required to:

- hold a current 'C' class driver's licence
- 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 18 June 2024
Reference D24/0432917