



Regional Attendance Coordinator

Pilbara Education Regional Office

Position number	00037774
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Engagement and Transitions Manager (Level 7)
Direct reports	NIL

Context

The Pilbara Education Region is one of eight regions in the Western Australian Department of Education. The Pilbara is a vast area in the North West covering more than 500,000 square kilometres. The headquarters for this educational region, the Pilbara Education Regional Office, is located in the City of Karratha and has offices in schools in all communities in the Pilbara.

The office is staffed with a Regional Executive Director, Coordinator Regional Operations, Coordinator Regional Services and other officers who provide support to schools to deliver quality educational opportunities and outcomes for students in the diverse school and community settings across the Pilbara. Further information is available via the [Department website](#).

Key responsibilities

- Provide support to the Regional Executive Director in regional attendance data management and analysis, develop and implement regional level programs to ensure student retention, participation and engagement.
- Assist the region with process and facilitation of attendance advisory panels.
- Respond to enquiries from community members and parents concerning attendance and exemption issues.
- Monitor and support schools with school attendance strategies, issues and procedures.
- Manage regional level processes for ensuring student attendance.
- Coordinate and monitor exemptions from school and home schooling.
- Support appropriate placement of non-attending and alienated students.
- Facilitate development of regional-level agreements and protocols with support agencies and employer agencies to assist non-attending and alienated students.
- Prepare correspondence, case notes and briefings on student attendance.

Selection criteria

1. Demonstrated sound knowledge of current trends and issues in education relating to the student service provision for alienated and non-attending students.
2. Demonstrated well developed research, analytical and conceptual skills with the ability to plan and coordinate a variety of processes and programs.
3. Demonstrated well developed verbal and interpersonal skills with the ability to mediate, resolve conflict and work as a collaborative team member.
4. Demonstrated ability to provide strategic leadership in the provision of support for alienated and non-attending students.
5. Demonstrated well developed written communication skills, including the ability to prepare documentation for a range of specific purposes and audiences

Eligibility and training requirements

Employees will be required to:

- 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 5 November 2020
Reference D20/0557994