



## Attendance and Engagement Officer

### Kimberley Schools Project

<b>Position number</b>	00044923
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal, Kimberley Schools Project (School Administrator Level 4)
<b>Direct reports</b>	Nil

#### Context

The Kimberley Schools Project (the Project) is a collaborative partnership between the Department of Education, Catholic Education Western Australia, the Association of Independent Schools Western Australia, the Department of Regional Development and Primary Industries. The Project is designed to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project has 4 key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Early years** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance in a particular community.
- **Community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers around building and sustaining positive school-community partnerships.

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

#### Key responsibilities

- Support and lead the effective implementation of procedures and processes in schools to ensure non-attending and alienated students participate and are engaged in educational programs.
- Provide strategic advice and support to Principals, school staff and the Project team in the implementation of school attendance strategies and policy and legislative compliance.

- Provide advice and support to School Based Attendance Officers (SBAO) regarding home visits, policies and procedures within a school-based context.
- Coordinate regional attendance strategies and manage regional level records and performance profiling.
- Implement and manage system level initiatives relating to attendance at regional level.
- Monitor and contribute to the management of school attendance strategies.
- Monitor and analyse student exemptions from schools at the regional level.
- Facilitate and collaborate with Principals, SBAOs, school psychologists and participation staff on appropriate placement of non-attending and alienated students.
- Work collaboratively to enhance the development of regional level interagency and cross-sectoral links in relation to attendance.
- Provide strategic advice and coordination to school psychologists and participation staff regarding regional programs and strategies for students at educational risk.
- Facilitate interagency case conferences for non-attending and alienated students and the provision of advice and direction on the establishment of attendance panels.
- Facilitate professional learning and the sharing of best practice within the SBAO network.
- Provide strategic input and coordination of the evaluation of Regional School Network initiatives, processes and programs.
- Provide strategic advice to schools on developing and sustaining community engagement procedures to enhance positive community – school relationships.

### **Selection criteria**

1. Demonstrated high-level knowledge and understanding of current trends and issues in education in relation to alienated and non-attending students (e.g. Aboriginal students and students from low-socioeconomic backgrounds).
2. Demonstrated extensive knowledge and understanding of Attendance Advisory Panels, including panel coordination, community and school engagement, Responsible Parenting Agreements and the ability to deliver relevant training.
3. Demonstrated experience in managing projects related to alienated and non-attending students.
4. Demonstrated leadership, analytical and conceptual skills illustrating an ability to identify and clarify issues leading to the development and/or implementation of regional strategies and programs.
5. Highly developed written, oral and interpersonal communication skills that demonstrate the ability to mediate, resolve conflict and work collaboratively in a multi-disciplinary and/or multi-agency team environment.

### **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 23 July 2024  
Reference D24/0513674