

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

| | | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Public Sector Management Act 1994 | Salaries/Agreement/Award Education Department Ministerial Officers Salaries Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced | |
| Group: | Schools | Effective Date of Document 29 August 2016 |
| Region: | Pilbara Education Region | |
| School: | Cassia Primary School | |

| | |
|---------------------------------------------------|---------------------------|
| THIS POSITION | |
| Title: | Attendance Officer |
| Classification: | Level 3 |
| Position No: | 00031482 |
| Positions under direct responsibility: Nil | |

| | | |
|--------------------------------------------|------------------------------|------------------------|
| REPORTING RELATIONSHIPS | | |
| TITLE: | Principal | |
| LEVEL: | School Administrator Level 5 | |
| POSITION NUMBER: | 00010151 | |
| TITLE: | Manager Corporate Services | |
| LEVEL: | 4 | |
| POSITION NUMBER: | 00010157 | |
| This position and the positions of: | | |
| Title | Level | Position Number |
| Various | | |

| TITLE | CLASSIFICATION | POSITION NO | EFFECTIVE DATE |
|--------------------|----------------|-------------|----------------|
| Attendance Officer | Level 3 | 00031482 | 29 August 2016 |

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about Cassia Primary School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

| TITLE | CLASSIFICATION | POSITION NO | EFFECTIVE DATE |
|--------------------|-----------------------|--------------------|-----------------------|
| Attendance Officer | Level 3 | 00031482 | 29 August 2016 |

ROLE

The Attendance Officer:

- assists the school community with processes that ensure non-attending and alienated students participate, and are engaged, in educational programs
- collaborates with school staff, parents, the Education Regional Office and the community to identify student absenteeism and truancy
- makes regular family contact, including phone calls and home visits and establishes community links to monitor and engage identified students and their families
- assists with the development and implementation of a range of preventative strategies at the school level to engage and support non-attending and alienated students
- assists the Principal with the development and implementation of individual student attendance improvement plans
- participates in collaborative case conferences and other intervention processes to improve student attendance, participation and retention
- assists teachers to explore alternative educational, vocational or employment options as appropriate
- assists the Principal with the development and implementation of community activities and projects aimed at improving student attendance
- maintains student-specific case notes and briefing notes and relevant attendance information, reporting to the school administration and Education Regional Office on a regular basis
- undertakes duties in accordance with current Department policies, relevant legislation, guidelines and system initiatives,, and the school and regional management plan and priorities.

OUTCOMES

1. School-based processes for improving attendance are identified and implemented to support non-attending and alienated students to participate and become engaged in educational programs.
2. Advice and assistance is provided to students, staff and parents that contribute to improved student attendance.
3. Individual student and family support is provided.
4. Appropriate communication and networks are established within the school, education region, community and relevant agencies to cater for the needs of non-attending and alienated students.
5. The school is supported in the provision of individual planning for non-attending and alienated students.

| | | | |
|------------------------------------|----------------------------------|--------------------------------|-----------------------------------------|
| TITLE Attendance Officer | CLASSIFICATION Level 3 | POSITION NO 00031482 | EFFECTIVE DATE 29 August 2016 |
|------------------------------------|----------------------------------|--------------------------------|-----------------------------------------|

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated sound knowledge of issues related to education within a local community.
2. Demonstrated capacity to work with individuals or small groups of students experiencing attendance-related difficulties.
3. Demonstrated initiative and sound organisational skills, including the ability to contribute towards resolving problems affecting student attendance.
4. Demonstrated sound written, verbal and interpersonal communication skills, including the ability to establish and maintain effective working relationships, particularly in a team environment.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 29 August 2016
HPRM REF # D16/0544057