



Transition Support Officer

Goldfields Education Hub - Kalgoorlie

Position number	00046801
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Principal
Direct reports	Nil

Context

Visit education.wa.edu.au to find out more information about the Department of Education.

This position will be based at East Kalgoorlie Primary School.

Key responsibilities

- Assist in the coordination of the student transition program, including organising parent information sessions.
- Assist in developing and introducing systems and intervention strategies which provide a responsive and effective support service for students, family members and staff.
- Provide support and advice to staff on strategies for supporting students and facilitate group work processes.
- Develop supportive links between the student, the family, the school, feeder schools and other appropriate agencies in the community and establish a network of partnerships with other government and non-government agencies to ensure support is provided in the effective transition for students with disability.
- Assist in undertaking assessments on students, including liaising with parents/guardians, students, staff and any other relevant parties.
- Assist the School Leadership and Administration team in crisis management and response duties as required.
- Maintain student specific case notes and briefing notes and reports to school leaders and administration staff as required.
- Identify student aspirations and interests to develop and implement activities and projects aimed at engaging transitioning students.
- Undertake research on current issues for young people, participate in projects and provide written reports as required.

Selection criteria

1. Demonstrated good oral, written and interpersonal communication skills, with the ability to establish and maintain effective and collaborative working relationships.
2. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.
3. Demonstrated good research, conceptual and analytical skills, including the ability to identify problems and provide solutions.
4. Demonstrated skills and experience in working with individual or small groups of students with disabilities.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

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 25 November 2024
Reference D24/0907322