



Student Pathways Officer

Hammond Park Secondary College

Position number	000
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Hammond Park Secondary College opened in 2020 with 175 foundation Year 7 students and will add an additional year group each year until we are a 7-12 campus in 2025.

The college provides local students with a dynamic and innovative learning environment centred around the social and emotional wellbeing of each child. The college provides challenging, engaging and intentional instruction to meet the diverse learning needs of all students, and fosters a culture of life long learning. Student voice and agency is a key aspect of the college in creating high expectations and an environment where all can flourish.

The college motto 'empowering our community to connect, innovate, and thrive in a dynamic world' is reflected in our college priorities and strategic directions. Our values of Wellbeing, Excellence, and Relationships drive our daily interactions with all members of our college community.

Located in Hammond Park on Irvine Parade the college includes state of the art classrooms, a library, administration and extensive Student Wellbeing spaces. The college also features specialist facilities for performing and visual arts, science laboratories, food and textiles, design and technology workshops and a gymnasium. The cafeteria is the hub of the central precinct and provides indoor and outdoor seating, landscaped gardens and open spaces. The college also includes multipurpose courts and a school oval.

Information about Hammond Park Secondary College is available on [Schools Online](#).

Further information about the Department of Education is available at education.wa.edu.au.

Key responsibilities

- Coordinate the operations of the Vocational programs and Workplace Learning.
- Assist in developing and introducing systems and strategies which provide a responsive and effective support service in relation to the College's Vocational/Workplace Learning programs.
- Assist in the selection and induction of students in the Vocational/Workplace Learning programs.
- Locate appropriate industry placements/activity providers for students and conduct site checks and meetings with prospective employers and Training Organisations.
- Visit students on work placement in alignment with the Department's Workplace Learning for Public Schools Procedures.
- Liaise with key stakeholders including college personnel, Registered Training Organisation's (RTOs), industry and parents and students on attendance/behavioural issues and refer to Manager of Vocational Pathways.
- Maintain the Vocational/Workplace Learning database and assist with the preparation of the Vocational/Workplace Learning budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in Workplace Learning regional network meetings between the college and other schools as required.
- Respond to enquiries from community, industry members and parents regarding the Vocational/Workplace Learning programs.
- Provide clerical support for special projects across college teams as business needs arise.

Selection criteria

1. Demonstrated knowledge of Vocational and Workplace Learning programs and the ability to facilitate college/industry partnerships.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated well developed written and verbal communication skills, including the ability to establish and maintain effective working relationships with a broad range of internal and external stakeholders.
4. Demonstrated well developed interpersonal skills including the ability to work autonomously and collaboratively in a team environment.

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 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
- 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 22 March 2023
Reference D23/10011273