

Program Coordinator – Learning Support

Shark Bay School

Position number	00047235
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal
Direct reports	Nil

Context

Information about Shark Bay School is available on [Schools Online](#).

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

Key responsibilities

- In collaboration with the Principal, provide educational leadership in the school and the community by developing and promoting the school vision, and supporting school staff to implement evidence based practice in supporting students with special education needs.
- Using effective change strategies, lead the school community to accept and develop opportunities for improved service in the relevant area of responsibility.
- Facilitate workforce effectiveness and provide professional learning for staff and community to improve student outcomes in special education needs.
- Contribute to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines.
- Manage programs, specific curriculum areas and/or portfolios such as:
 - Special Education Needs Planning and Reporting to Parents
 - Managing complex behaviours
 - Case management of diagnosed special education needs (SEN) students
 - Support National Disability Insurance Scheme and interagency collaboration within the school
 - Implement and support whole school evidence based practices to support SEN students, including functional curriculum, Protective behaviours and Zones of Regulation.
- Lead, manage and build capacity within the Education Assistant Special Needs team.
- Undertake administrative duties related to the particular area of responsibility.

- Liaise extensively with the Principal and relevant specialist staff.
- Undertake a teaching role, if required.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 22 April 2025
Reference D25/0375136