

Student Wellbeing and Support Officer

Secret Harbour Primary School

Position number	00046732
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

The purpose of Secret Harbour Primary School is to develop the whole child by providing quality learning experiences in order that every student may become a positive contributing member to our society goals. Our school motto 'Leads the Way' has been embraced by the school community.

Further information about Secret Harbour Primary School is available on [Schools Online](#).

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

Key responsibilities

- Improve the wellbeing, resilience and pro-social behaviours of students by working in partnership with the Student Services team to prioritise and deliver individual, small group and whole-school programs and strategies.
- Enhance student learning outcomes by identifying and establishing support networks for students with staff, the school community and, under direction, local community agencies.
- Support staff in identifying and responding to the additional needs of students.
- Work in partnerships with key services providers to coordinate and deliver activities that aim to support and engage students at risk.
- Work in collaboration with relevant stakeholders to effectively support students; developing appropriate engagement/intervention strategies as required.
- Provide support and advice to teachers on strategies for supporting students and facilitates group work processes.
- Undertake administrative tasks as necessary; including appropriate data entry, report writing, meeting minutes and management of student case notes.

Selection criteria

1. Demonstrated considerable experience working with individuals or small groups of students who are or may be at risk and implementing strategies to improve educational outcomes.
2. Demonstrated interpersonal skills, including the ability to establish effective working relationships with people from a wide range of backgrounds.
3. Demonstrated negotiation, mediation and conflict resolutions skills with relevant experience working with students who require support.
4. Ability to work independently and as a member of a team without direct supervision.
5. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.

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 5 November 2024
Reference D24/0843535