

Program Coordinator - Student Learning and Support (Years 7-12)

Albany Senior High School

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| Position number | 00046941 |
| Agreement | School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced |
| Classification | Enter position classification |
| Reports to | Principal (School Administrator Level 6) |
| Direct reports | Various |

Context

Information about Albany Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Is a key member of the leadership team and provides educational leadership in the school and the community by developing and promoting the school vision, and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals.
- Using effective change management strategies, lead the school community to accept and develop opportunities for improved service.
- Facilitate workforce effectiveness and provide a role model for self-development to improve professional performance.
- Contribute to the development of the school plan through participative decision-making, including assisting in developing school 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 in accordance with legislative and industrial policy and guidelines
- Manage programs, specific curriculum areas and/or portfolios determined by the school.
- Liaise extensively with the Principal, Deputy Principals and other staff.
- Is an educational leader who provides professional leadership to teaching and non-teaching staff.
- Collaborate with the leadership team to review, plan, implement and evaluate effective strategies to improve student learning outcomes.

- Is accountable for the effective daily management of student wellbeing and behaviour and case management of students.
- Analyse, interpret and monitor student data, such as Student Assessment Information System and Senior Secondary Data, and use data to work with staff to develop and implement curriculum plans for Students at Educational Risk.
- Facilitate improved teaching and learning outcomes through Performance Management and modelling and promoting a culture of improvement.
- Lead the implementation of school incentive programs.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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 staff, 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 3 June 2025
Reference D25/0494081