

## Student Support Officer

Byford Secondary College

<b>Position number</b>	00041992
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> , or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Further information about Byford Secondary College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Assist in the coordination of the Student Support Program.
- 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 teachers on strategies for supporting students and facilitates group work processes.
- Develop supportive links between the student, the family, the college and other appropriate agencies in the community and establishes a network of partnerships with other government and non-government agencies.
- Actively participate in multi-disciplinary team meetings and case conferences within the college and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Assist in undertaking work assessments on students, including liaising with parents/guardians, students, staff and any other relevant parties.
- Assist the College Administration team in crisis management and response duties as required.
- Record, collate and prepare information used to develop and monitor strategies and alternative programs.
- Undertake research on current issues for young people, participates in projects and provides 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 experiencing difficulties.
5. Demonstrated knowledge of the youth sector, particularly local organisations and services.

## 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 three 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 six months of appointment.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date            9 November 2021  
Reference    D21/0676841