

Youth Engagement and Support Worker

Ballajura Community College

Position number	00046913
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Ballajura Community College is available on [Schools Online](#).

Visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

- Improve the attendance and engagement of students by working in partnership with the Student Services team to contribute to individual, small group and whole-school programs and strategies.
- Support Student Services staff in identifying and responding to the additional needs of students by providing direct assistance or referring them to an appropriate staff member or external agency.
- Work in collaboration with key services providers to coordinate and deliver activities and/or alternative educational pathways that aim to support and engage students at risk.
- Participate in Students at Educational Risk (SAER) and case conference meetings within the school and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Provide support and advice to teachers on strategies for supporting students' attendance and engagement.
- Undertake administrative tasks as necessary, including appropriate data entry, report writing, meeting minutes and management of student case notes.
- Provide support for College activities, including Breakfast Club and R U Ok Day.

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 18 December 2024
Reference D24/0973010