

Attendance Officer

Tom Price Primary School

Position number	00040508
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Tom Price Primary School is located in the Pilbara Region of Western Australia. The school was established in 1967 as the first primary school in Tom Price and is located centrally within town. The primary classrooms are the original buildings, the early childhood classrooms were built in 2012. Although the original buildings still stand there has been continual upgrades within the interior of the buildings.

Tom Price Primary School is an Independent Public School that caters to an ever changing student population, reflective of the town's mining industry. We provide high quality education for students from diverse backgrounds.

We are dedicated to ensuring that our students are placed first in all of our decision making and that improved student learning is our highest priority. Our purpose is to ensure every student is a successful student and that every teacher is an effective teacher.

We place high expectations on ourselves and strive to exceed them. We believe that in order for every student to achieve their potential we must provide the best conditions possible for our teachers, education assistants and other support staff.. Tom Price Primary School is a school for all. Building strong citizens, strong community and strong culture.

Further information about Tom Price Primary School is available at [Schools Online](#).

For further information about the Department, please visit: education.wa.edu.au.

Key responsibilities

- Assist with processes that ensure non-attending and alienated students participate, and are engaged, in educational programs.

- Collaborate with school staff, parents, and the community to identify and monitor student absenteeism and truancy.
- Communicate with parents and caregivers regarding attendance through regular telephone calls, correspondence and home visits.
- Assist with the implementation of a range of preventative strategies to engage and support non-attending and alienated students.
- Provide supporting information to and attendance at collaborative case conferences and other intervention processes to improve student attendance, participation and retention.
- Maintain student-specific case notes, briefing notes and relevant attendance information and prepare reports for the school administration on a regular basis.
- Liaise with the Regional Participation teams to ensure effective tracking of non-attending students, including the efficient and accurate processing of related data through school databases and information systems.
- Organise and provide executive support to attendance panels, as required.
- Maintain the management of attendance data, including collation, recording and analysis or records, as required.
- Provide clerical support for special projects and across school administration as business needs arise.

Selection criteria

1. Demonstrated good interpersonal skills and the ability to work unsupervised and in a team environment.
2. Demonstrated ability to work with individuals or small groups of children who are experiencing attendance related difficulties.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.
5. Demonstrated good verbal and written communication skills with the ability to establish and maintain effective working relationships.

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 2 July 2020
Reference D20/0337040