



## Exclusion Support Officer

Education Regions

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Regional Services (Level 8)
<b>Direct reports</b>	Nil

### Context

Across the state, Regional Education Offices are responsible for supporting schools and students in the metropolitan and rural areas by promoting system initiatives, providing support and quality assurance and ensuring consistency in the implementation of policies and procedures to enhance the outcomes of schooling. Regional offices are also required to ensure that each school within their area of responsibility complies with the relevant legislation and policies.

Schools deliver education, development and learning to their student cohort and ensure all students are provided with the opportunity to achieve positive educational outcomes which make full use of their individual capabilities.

Exclusion Support Officers are a regional support to provide a case management approach to young people who are disengaged or at risk of disengaging. Exclusion Support Officers work closely with Schools, TAFE and private training providers as well as support services, various government and non-government agencies and employers, to broker placements and appropriate pathway options for compulsory school aged students.

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

## Key responsibilities

- Manage an assigned caseload of excluded students within the relevant Education Region.
- Provide individualised case brokerage and face to face outreach support services to Compulsory School-aged students and their families (primarily senior secondary) who have been excluded and are disengaged or at risk of disengaging.
- Provide advocacy for students to access appropriate identified support services.
- Ensure case coordination and processes are compliant with relevant legislation, regulation, policies and procedures.
- Review referrals and undertake assessment of individual students' needs, to optimise success of engagement in educational, training and employment pathways.
- Develop high quality individual pathway plans, including career and transition considerations for at risk young people to make informed choices and effective transitions to a range of appropriate pathways and post-school options.
- Participate in team and case meetings with relevant parties as appropriate, including providing information and advice on brokerage and case coordination for individual students.
- Broker transitions to and placements with post-school providers, including TAFE and other Registered Training Organisations, apprenticeships and traineeships, community-based programs or employment.
- Facilitate and support the completion of required parental permission forms seeking to be approved for agreed post-school arrangements.
- Develop and maintain professional links and effective networks with schools, State Government, Commonwealth and Community agencies, youth, employment, education and training services relevant to young people in the locality and across regions, as necessary.
- Input and update of information into relevant record keeping systems, enabling analysis of data, preparation of information and reports as required and appropriate management of confidential information.



## Selection criteria

1. Demonstrated considerable knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated well developed conceptual and analytical skills and the ability to identify and resolve issues.
3. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to work effectively in a team environment, in diverse settings and with target groups.
4. Demonstrated ability to develop and maintain relevant professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational skills with the ability to use initiative to meet competing priorities.

## Eligibility and training requirements

Employees will be required to:

- hold a current 'C' class driver's licence
- 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            16 November 2023  
Reference    D23/1826551