

## JOB DESCRIPTION

<b>Agency</b>	Department of Education			<b>Work Unit</b>	Centralian Senior College
<b>Job Title</b>	Home Liaison Officer			<b>Designation</b>	Administrative Officer 4 92%
<b>Job Type</b>	Full Time			<b>Duration</b>	Fixed to 11/02/2020
<b>Salary</b>	\$62,252 - \$71,464			<b>Location</b>	Alice Springs
<b>Position Number</b>	8011	<b>RTF</b>	172141	<b>Closing</b>	18/08/2019
<b>Contact</b>	Tony Collins, Principal, Centralian Senior College on 08 8958 5000 or <a href="mailto:tony.collins@ntschoools.net">tony.collins@ntschoools.net</a>				
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>				
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>				
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>				
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.				
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=172141">https://jobs.nt.gov.au/Home/JobDetails?rtfid=172141</a>				

**Primary Objective:** To support students to achieve educational outcomes by developing and maintaining communication links and support mechanisms between the college, families, staff and outside agencies, with a focus on maximising attendance.

**Context Statement:** Centralian Senior College provides education to approximately 350 students in Years 10, 11 and 12, over 50% Aboriginal and is co-located with Charles Darwin University. The College aims for *excellence in all we do* and believes that student success is dependent upon providing relevant, quality teaching and learning as well as a learning environment that instils a sense of belonging. It is the only senior secondary public education provider in Alice Springs, known for its academic success, innovative education programs and dedicated staff who place students at the centre of learning. Centralian Senior College delivers tertiary and employment pathways at Grevillea Drive site; and flexible education to students who have difficulty with conventional learning models through Alice Outcomes program.

### **Key Duties and Responsibilities:**

1. To establish and support effective communication and partnerships between the college, families, staff, outside & government agencies and feeder schools, to support and actively engage students to achieve educational outcomes, maximising attendance and notification of unexplained absences.
2. To liaise with parents, carers, students and staff regarding student attendance, ensuring all parties are aware of their obligations, and that accurate attendance records, returns and files are maintained.
3. To visit homes in cases involving students who are experiencing difficulty with aspects of their schooling, assisting and supporting students and their families to overcome barriers.
4. To work collaboratively with families and / or students, where necessary referring to appropriate support agencies.
5. Work within Wellbeing Team to support the delivery of student social and emotional learning and Year 9 transition program.
6. Provide administrative and support services in keeping with the primary objective of the position, preparing reports on request for the Principal or delegate.

### **Selection Criteria**

#### **Essential:**

1. Demonstrated ability to work successfully within a cross cultural school environment, interact effectively with young people from diverse cultures and successfully develop effective partnerships with parents and the community.
2. High order interpersonal skills and demonstrated ability to communicate effectively with staff, students, families and community agencies.
3. High order organisational and administrative skills, with demonstrated ability to show initiative and confidentiality.
4. Demonstrated ability to work individually or as part of a team to assist in the planning, coordination and implementation of strategies and programs to increase attendance.
5. Effective computer literacy skills and experience with various office applications such as Microsoft Office, data management systems, SAMS or similar.

#### **Desirable:**

1. Current NT Driver's Licence or the ability to obtain one.
2. A working knowledge of legislation in the areas of education, child protection and family support.

**Further Information:** All applicants are required to hold a current Working with Children Notice (Ochre Card) from SAFE NT or have the ability to obtain.