

Job description

Agency	Department of Education	Work unit	Darwin High School
Job title	Study Centre Coordinator	Designation	Administrative Officer 4 96%
Job type	Full time	Duration	Fixed from 29/01/2024 to 13/11/2024
Salary	\$70,167 - \$80,267	Location	Darwin
Position number	6407	RTF	283661
		Closing	06/12/2023
Contact officer	Helen Savvas, Senior Operations Manager on 08 8999 1237 or helen.savvas@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=283661		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Primary Objective

The Study Centre Coordinator works with and/or supervises groups of students in daily programs in the Study Centre and in mainstream classes as assistant to the Teacher. The Study Centre Coordinator works with and manages the tutoring staff of the school and works with Executive staff on staff recruitment, strategic planning and organisation of the Study Centre and management of identified student needs in collaboration with class teachers and senior staff.

Context Statement

Darwin High School is a large urban senior secondary school in the Northern Territory, and has the biggest student cohort across the Northern Territory (approximately 1250 students) and 150 staff are employed by Department of Education and the Darwin High School Board. The school has a reputation for academic excellence, and in 2015 became one of the first Independent Public Schools (IPS) in the Northern Territory. The Study Centre is a high demand unit requiring a team based, outcome focussed approach involving timelines, problem solving, sensitivity, confidentiality and a multicultural mind set.

Key Duties and Responsibilities

1. Implement programs devised by the teacher to assist students in the Study Centre and mainstream classes.
2. Provide support to identified students by explaining concepts and specific language terms.
3. Supervise casual employees, including facilitating training and recruitment.
4. Attend excursions, examinations and assemblies with the students in mainstream classes.
5. As a member of the administrative team provide a comprehensive word processing, clerical and administrative service to the School.

Selection Criteria

Essential

1. Demonstrated high level of interpersonal and organisational skills with the ability to work independently, adhering to deadlines, ensuring attention to detail whilst maintaining strict confidentiality.
2. Demonstrated ability to lead a small team, manage rosters and recruitment requirements for tutors.
3. Demonstrated ability to communicate effectively with the ability to prepare reports and routine correspondence in plain English.
4. Proven skills in computer applications, word processing and data management.
5. Demonstrated ability to exercise initiative, discretion, confidentiality, problem solving and organise and achieve own workplace objectives.
6. An ability to interact effectively with people from diverse cultures.

Desirable

1. Previous experience running a study centre or similar in a secondary school setting.

Further Information

The successful applicant must have no significant criminal record confirmed by a Police Criminal History check and have, or be in the process of obtaining, a current Working with Children Card.

Approved: November 2023

Jill Hazeldine, Principal, Darwin High School