| Agency | Department of Education | Work unit | Tennant Creek High School and Tennant Creek Primary School |
| --- | --- | --- | --- |
| Job title | Authorised Engagement Officer | Designation | Administrative Officer 6 |
| Job type | Full Time | Duration | Fixed from 26/06/2021 to 31/12/2022 |
| Salary | $92,620 - $103,538 | Location | Tennant Creek |
| Position number | 42076 | RTF | 212000 | Closing | 18/05/2021 |
| Contact | Alison Hind, Principal, Tennant Creek High School on 08 8962 2102 or alison.hind@education.nt.gov.au Frank Greene, Principal, Tennant Creek Primary School on 08 8963 2424 or frank.greene@education.nt.gov.au  |
| About the agency  | [Homepage - Department of Education](https://education.nt.gov.au/)  |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=212000>  |
| Applications must be limited to a one-page summary sheet and detailed resume  |
| Information for applicants – Inclusion and diversity and Special measures The NTPS values diversity and aims for a workforce that represents the community. 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](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective

As a member of the Wellbeing and Attendance Teams at Tennant Creek High School and Tennant Creek Primary and in partnership with the Student Engagement Team, co-ordinate and lead engagement and attendance initiatives at both schools to increase engagement. This position is an authorised delegate empowered to enforce the attendance provisions in the Northern Territory *Education Act*.

# Context statement

This position will work across Tennant Creek High and Tennant Creek Primary Schools and will be required to become fully engaged in both school communities. TCP has approximately 410 students from years T to 6 and. TCH has approximately 230 students from years 7-12.

# Key duties and responsibilities

1. Work collaboratively with schools, students, families and other stakeholders using a case management approach to improve student attendance and engagement.
2. Analyse school enrolment and attendance data to strategically prioritise actions to improve student attendance and engagement.
3. As an authorised Person under the Northern Territory *Education Act*, issue legal notices in relation to school enrolment and attendance, including the issuing of infringement notices and summons’ to parents, guardians, or independent students to appear in court.
4. Develop productive partnerships and the establishment of sustainable networks which link families, students, schools, community organisations and government agencies to support student attendance and engagement.
5. Maintain a high level of data and record keeping to complete evidence-based analysis and reporting.

# Selection criteria

**Essential**

1. Demonstrated ability in case management with culturally-sound intervention skills when applying to people with challenging behaviours; ability to tailor methods to achieve effective case management in competing or challenging environments.
2. Demonstrated high level written and oral communication skills with the ability to tailor communication to suit the audience, with conflict resolution skills in challenging situations, in a culturally sensible environment, delivering with sensitivity and understanding.
3. Demonstrated ability to work within a cross-cultural school environment, interact effectively with people from diverse cultures and successfully develop effective partnerships with students, parents, school staff and community and government stakeholders.
4. Experience analysing the work environment, including data and system analysis, contributing to the development of plans, strategies, and team goals, with the ability to identify broader influences that may impact on a state or Commonwealth level.
5. Working knowledge of relevant NT and Commonwealth legislation including but not limited to the NT *Education Act*.

# Further information

A Working with Children (Ochre) card, and Northern Territory Drivers Licence is required in this position. This position attracts office based conditions and will be required to work with the Student Engagement team when school is not open.

**Approved:** June 2020 Trevor Read, Senior Director