**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Student Wellbeing and Inclusion |
| **Job Title** | Student Wellbeing and Inclusion Coordinator | **Designation** | Senior Teacher 4 |
| **Job Type** | Full Time | **Duration** | Ongoing |
| **Salary** | $132,177  | **Location** | Alice Springs |
| **Position Number** | 30565 | **RTF** | 175562 | **Closing** | 21/10/2019 |
| **Contact** | Sue Beynon, General Manager Student Wellbeing and Inclusion on 08 8944 9423 or sue.beynon1@nt.gov.au |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **Information about Selected Applicant’s Merit** | If you are selected and 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: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander 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. |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=175562>  |

**Primary Objective:** Provide leadership and service coordination of Education Policy and Programs staff and services across three regions to ensure effective delivery to schools of a range of support services.

**Context Statement:** Education Policy and Programs works collaboratively with schools, students and their families to strengthen a whole of system approach to assist students to develop into healthy, resilient young people who can maximise their learning opportunities and wellbeing. Student Wellbeing and Inclusion is part of Education Policy and Programs, which is focused on quality teaching and ensuring all children and students (from birth to Year 12) can learn to their potential. This position sits in Student Wellbeing and Inclusion, but will work across Education Policy and Programs in the Southern Region.

**Key Duties and Responsibilities:**

1. Lead and coordinate the effective delivery of Education Policy and Programs services in curriculum, Early Childhood, Student Behaviour, Wellbeing and Inclusion to students and schools in Katherine, Tennant Creek and Alice Springs.
2. Coordinate high-level professional advice, support and professional learning to Education Policy and Programs regional teams and schools to ensure the effective delivery of quality programs and services.
3. Liaise with families, schools and School Improvement Leadership Teams regarding the individual needs of students who require additional assistance to successfully engage with education and maximise their learning.
4. Work collaboratively with other business areas in the Department of Education, other agencies, the Australian Government and non-government sector to broker services for students, their families and schools.
5. Implement and monitor national, Northern Territory and departmental initiatives and policies to strengthen Education Policy and Programs at the system and whole of school levels.
6. Represent the department and NT Government as appropriate in stakeholder meetings, forums and other events.

**Selection Criteria**

**Essential:**

1. Registration or ability to register, with the Teacher Registration Board of the Northern Territory and possession of a current Working with Children Clearance Notice (Ochre Card). Recent teaching experience is necessary.
2. High-level interpersonal, negotiation and communication skills with demonstrated ability to influence and engage multiple stakeholders including people from diverse cultural and linguistic backgrounds, to enhance student outcomes.
3. Demonstrated ability to be agile and apply problem solving strategies to enable effective service delivery to urban and remote settings through a collaborative partnership approach and across all of Education Policy and Programs division.
4. Demonstrated capacity leading multidisciplinary teams and current knowledge and experience in curriculum, and pedagogy birth to Year 12, behaviour and wellbeing, special needs and inclusion.
5. Demonstrated experience in providing high level advice, including legislation and current research to diverse stakeholders to strengthen education outcomes for students with special educational needs at an individual, whole of school or system level.

**Further Information:** Office-based conditions apply to this position. Visits to schools may necessitate travel by 4x4 vehicle or light aircraft, including overnight stays of up to four days.

**Approved: October 2019 General Manager, Student Wellbeing and Inclusion**