**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** | Fixed to 08/09/2023 |
| **Salary** | $135,481 | | | **Location** | Darwin |
| **Position Number** | 30562 | **RTF** | 176926 | **Closing** | 18/11/2019 |
| **Contact** | Sue Beynon, General Manager Student Wellbeing and Inclusion on 08 8944 9423 or [sue.beynon1@nt.gov.au](mailto: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=176926> | | | | |

**Primary Objective:** Responsible for the leadership, coordination and operational business across Student Wellbeing and Inclusion and the engagement with external stakeholders including NT and national government departments and NGO’s.

**Context Statement:** Student Wellbeing and Inclusion 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.

**Key Duties and Responsibilities:**

1. Through effective planning and management, coordinate and conduct research and evaluations that lead to the development and improvement of inclusive education
2. Consult and negotiate with external stakeholders and government departments in the implementation of frameworks and initiatives to ensure development of enhanced teaching and learning of students with special needs and meeting of the department’s measures and impact.
3. Collaborate with other projects and teams and maintain comprehensive networks with internal and external stakeholders at the local and national levels to ensure policies and initiatives reflect changing demands between all stakeholders.
4. Undertake ongoing research, data collection and reporting to inform planning in teaching, learning and inclusion and contribute to delivery of core business to optimise learning for all students.

**Selection Criteria**

**Essential:**

1. Registration or ability to register, with the Teacher Registration Board of the Northern Territory with a recognised qualification relevant to Special Education or substantial current knowledge in this field, and possession of a current Working with Children Clearance Notice (Ochre Card).
2. High-level interpersonal and influencing skills with demonstrated ability to establish and maintain effective working relationships with people from diverse professional backgrounds and relate to young people and their families across socio-economic, geographic and cultural groups.
3. Demonstrated successful leadership to lead, coach and coordinate a range of staff within Student Wellbeing and Inclusion supporting students with additional needs.
4. Demonstrated project management skills and sound written and oral communication skills to develop and lead the implementation of initiatives in wellbeing, behaviour 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.
6. Demonstrated ability to monitor and analyse data to inform reporting and improved practices.

**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**