

Position Description



Student Attendance Officer

Reports To:	RSAS Coordinator
Base Location:	Fitzroy Crossing, WA
Hours of Work:	20 hours per week
Organisational Unit:	Youth Services
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Level 1 Pay Point 1

POSITION CONTEXT

The Student Attendance Officer works in a team environment to support the effective and efficient service delivery of the Remote School Attendance Strategy by supporting students to have positive educational experiences at school, as well other high quality learning activities outside of school hours. In turn, this support of the RSAS aims of:

- Ensuring children and young people have access to more opportunities through education;
- Supporting a school environment that is valued by the community and offers quality education;
- Empowering families to be the centre of their children's education; and
- Enabling communities to take ownership of school attendance activities, including through decision making and goal setting.

Important to the role is the ability to demonstrate:

- Good people skills, and ability to communicate with students, parents, teachers, community leaders, external agencies and other support services;
- Cultural awareness and knowledge of local culture/s; and
- An ability to work cohesively in a team environment to support program aims.

The Student Attendance Officer will be expected to contribute to meeting established benchmarks and performance indicators.

ABOUT OUR ORGANISATION

Marra Worra Worra Aboriginal Corporation was established in the late 1970s by the people of the Fitzroy Valley and is the largest and oldest Aboriginal resource agency in the Kimberley. The primary aim of Marra Worra Worra is to work with Bunuba, Gooniyandi, Wangkatjungka, Walmajarri and Nyikina groups in the Fitzroy Valley to strengthen culture, support community and create sustainable employment solutions.

Core program delivery reflects our vision and mission and encompasses:

- Community Development Program;
- Housing Management and Tenancy Support;
- Jalangurru Mayi Café Social Enterprise;
- Waste Management Social Enterprise; and
- Karrayili Adult Education Training Centre.

In addition, Marra Worra Worra has a broad range of investments and interests to diversify its revenue and to create further opportunities for people in the Fitzroy Valley. This includes the Fitzroy Hardware and Ngiyali Roadhouse, which are wholly owned subsidiary entities.

ABOUT THE PROGRAM

The Remote School Attendance Strategy (RSAS) is a community-focused strategy, funded by the National Indigenous Australians Agency (NIA). RSAS works with local providers to employ teams of school attendance supervisors and school attendance officers to help kids get to school. Team members are local people from the community.

School attendance teams work closely with teachers, parents and the community to develop a community plan to identify ways to ensure all children in the community go to school every day. They also help with things like:

- Talking to children and families about the importance of regular school attendance;
- Celebrating and rewarding improved attendance;
- Working with families where children are not attending school to find out why and what can be done to help them;
- Providing practical support like driving children to school or helping to organise school lunches, uniforms, homework and after-school care; and
- Working with the school to monitor attendance and follow up on student absences.

Further information on the program is available via – <https://www.niaa.gov.au/indigenous-affairs/education/remoteschool-attendance-strategy>

CAPABILITY SUMMARY

The Marra Worra Worra Capability Framework applies to all Marra Worra Worra employees. Demonstrated capacity to meet the below capabilities is a requirement of the role.

CAPABILITY GROUP	CAPABILITY NAME
Personal Attributes	Culturally Responsive Values diversity as a strength Inclusive Recognises the rights of others Ethical Has integrity and principles Collaborative Works with others to attain and achieve goals. Flexible Adapts to changing circumstances in the workplace
Relationships	Community Relations Collaborate with others to support positive client outcomes Professionalism Be ethical and professional, and adhere to Marra Worra Worra Values Communication Communicates in a culturally responsive manner and conveys clear messages to others Leadership and Team Work Motivate and engage staff and develop capability and potential in others
Service Delivery	Client Outcomes Achieves results through efficient use of resources and a commitment to quality client outcomes Creativity and Innovation Encourage and suggest new ideas and show commitment to improving services and ways of working Plan and Prioritise Plan to achieve priority outcomes and respond flexibility to the changing environment
Resources	Financial Management Be a responsible custodian of organisational funds and apply processes in line with legislation and policy Equipment and Assets Use, allocate and maintain work tools appropriately and manage assets responsibly Technology and Information Use technology and information to maximise efficiency and effectiveness
Technical Expertise	Community Services Experience in community services and/or youth work

KEY RESPONSIBILITY AREAS

KEY RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p>Service Delivery</p> <p>Support the management and delivery of RSAS to ensure the key program aims are met.</p>	<ul style="list-style-type: none"> • Support the RSAS team to deliver its annual Community Attendance Plan and daily attendance activities, inclusive of after-school activities. • Support the local school to offer a quality education to all students, which may include offering cultural knowledge, where appropriate, and facilitating relationships with Cultural Authorities and community leaders. • Support students to have positive educational experiences at school, as well other high quality learning activities outside of school hours • Promote positive attitudes towards education and school (focusing on students, families and communities) • Support families to be actively involved in their children’s education • Support parents and carers to understand their responsibilities and relevant laws relating to school attendance • Help families to assess the reasons their children may not be attending school, and provide short-term support, or referrals to specialist support services, where needed • Share good news with families, celebrate student’s success and promote the positive benefits of school
<p>Relationships</p> <p>Establish and maintain productive relationships within the community, schools, teachers, community leaders, external agencies, students and families.</p>	<ul style="list-style-type: none"> • Support positive and collaborative relationships between key stakeholders • Participate in governance committee meetings or attendance-related meetings to support the outcomes of RSAS. • Displaying professionalism at all times when undertaking the role and providing leadership and positive role modelling to the community by supporting all school-aged children to attend school every day.
<p>Work Health and Safety</p> <p>Safe workplaces and environments are provided and maintained for Staff, service users and external stakeholders.</p>	<ul style="list-style-type: none"> • A positive workplace culture free of bullying, harassment and discrimination is promoted. • All reasonable and practical steps to ensure the safety, health and welfare of all children attending out of school hours activities. • Immediate intervention occurs wherever unsafe work practices are observed.
<p>Aboriginal Ways of Working</p> <p>Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities, representative and/or Statutory Bodies.</p>	<ul style="list-style-type: none"> • Marra Worra Worra is recognised as the lead organisation in working with Bunuba, Gooniyandi, Nyikina, Walmajarri, and Wangkatjungka to strengthen culture. • Aboriginal clients, staff, communities, and Statutory Bodies are supported in a way which protects and respects their cultures.

ESSENTIAL CRITERIA

Essential Criteria

- Good people skills, and ability to effectively communicate with students, parents, teachers, community leaders, external agencies and other support services.
- Knowledge and understanding of school administration systems (or willingness to learn)
- Strong cultural awareness and knowledge of local culture/s
- Stakeholder engagement skills, including the ability to bring people together and foster positive relationships between stakeholders
- Good organisational and time management skills
- Ability to encourage, supervise and lead other team members
- Current driver's licence (manual)

Desirable Criteria

- Certificate level (or higher) qualification in Community Services and/or Youth Work

Credentials Check

It is a requirement of the role to provide a National Police Certificate and a WA Working with Children Check. In addition, Marra Worra Worra Aboriginal Corporation may undertake any other credential checks to verify ongoing suitability to the role.

Marra Worra Worra Aboriginal Corporation reserves the right to immediately terminate employment where it is deemed previous criminal (unspent) charges, or pending charges, may bring the organisation and/or programs and services delivered by the organisation, into disrepute.

EMPLOYEE ACKNOWLEDGEMENT/AGREEMENT

I acknowledge and agree that I have read, understood and accept the above position description of **Student Attendance Supervisor** as part of the terms and conditions of my employment with Marra Worra Worra Aboriginal Corporation.

I further understand the position description is designed to provide a general understanding of the role and may encompass additional responsibilities within my experience in order to meet the organisation's objectives.

I also acknowledge that Marra Worra Worra Aboriginal Corporation operates in diverse region and the ability to travel and work throughout the region may occur at short notice.

Printed Name

Signature

Date