

STUDENT ENGAGEMENT & ADMINISTRATION OFFICER (SEAO) JUNIOR SCHOOL – INCLUDES YEAR LEVEL COORDINATION

The Student Engagement & Administration Officer (SEAO) - Junior School will actively engage with a broad range of stakeholders to support the development and maintenance of a positive climate for learning at Leongatha Secondary College.

The SEAO will work closely with students, the Wellbeing Team, Sub-School Coordination Team and broader staff body to support a focus on upholding behavioural, attendance and uniform standards. This work will also involve working closely with some disadvantaged and at-risk students to see that appropriate support and interventions are in place for them to achieve their full learning potential.

The SEAO will also work to support key administrative functions within the junior school, including, but not limited to the maintenance of student records, development of student support plans and creation of content to support the promotion of the college's Effective Learner Traits. A strong level of ICT skills will be required to execute these tasks, including the ability to utilise the Google Suite, databases and learning management systems.

The SEAO will be required to work proactively and will take direction and gain support directly from the Assistant Principal - Junior School.

Specific Responsibilities include:

Building Capacity and Culture:

- In collaboration with the Junior Sub-School Team, be one of the first points of response to complex situations involving students at school and beyond. This will require a range of skills and approaches, with a particular emphasis on de-escalation, valuing student voice and agency, and restorative practice.
- Support staff in implementing the college's behaviour management processes and in developing behaviour management skills, in classroom and non-classroom environments.
- Investigate incidents referred through Compass or to the Junior Sub-School Team and action interventions or consequences as required and in line with the college's Student Wellbeing & Engagement, and Inclusion & Diversity policies.
- Work collaboratively with the Assistant Principal, Student Wellbeing Coordinator and Year Level Coordinators regarding students who require individual or group behaviour management plans. Identify minor ongoing behaviours (including truancy) and contribute to the development of preventative and responsive plans to address these; Be proactive the student, parent/carer and other stakeholder communications.

- Ensure all behaviourally at-risk students have individual behaviour support plans to decrease the likelihood of major incidents occurring
 - Ensure plans are communicated to and understood by all stakeholders, including classroom teachers.
 - Ensure plans are reviewed and updated regularly in a timely manner and that communication occurs to all stakeholders
- Maintain an active presence in the college grounds and building to promote positive behaviours to students.
- Identify behaviour/wellbeing support needs of students or targeted groups and liaise and refer to the Wellbeing Team and/or Lead Teacher: Inclusion and Transition to source or design suitable group programs to address needs.
- Support efforts to increase the engagement of any parents/carers or community groups that are under-represented or harder to reach such as disadvantaged students, students in out of home care.
- With other staff, strengthen the collective responsibility and the rigorous processes to monitor, track, address and reward student attendance. Create authentic opportunities to celebrate attendance that engages the school community.
- Support the development and implementation of key wellbeing policies and programs, including the Student Wellbeing & Engagement Policy, Safe Schools and Respectful Relationships programs, Child Safe Policies and Mandatory Reporting processes.
- Contribute to the development, implementation and administration of both systems and processes for assessing, monitoring and supporting the wellbeing of students throughout their life at the college.

Building Student Capacity:

- Organise and manage the relevant sub-school and year level assembly program including; recognition, wellbeing, academic achievement and student leadership.
- Provide direct guidance, advice and support to individual students and their parents/carers as needed.
- Contribute to the development, and support the implementation of proactive and preventative programs for students that support their wellbeing, engagement, and agency.
- Provide guidance to students in need or at risk and provide referrals to appropriate professionals or external agencies.
- Engage with student leaders / SRC to seek input into the development of multi-tiered responses to support student mental health.

Administration:

- Maintain student records and datasets
- Answering and attending to phone calls and general enquiries to the sub-school

- Develop and share student behavioural and learning support plans with relevant stakeholders
- Create content to support the promotion of the college's Effective Learner Traits.
- Other duties and tasks as directed by the Principal

Child Safety:

- The School Engagement Officer will be committed to contributing to an environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.