

<b>Title of Position</b>		<b>Classification</b>
<b>Schools Coordinator</b>		<b>ASO5</b>
<b>Occupant:</b>	<b>&lt;TBA&gt;</b>	

## Job Specification

<b>Key Purpose of the role:</b>
The Schools Coordinator increases the capacity of principals, teachers and school communities to promote and improve the sexual health knowledge and wellbeing of school students; contributes to the development of curriculum, resources, and the planning, implementation and evaluation of best practice approaches to relationships and sexual health education.

<b>Direct Reports</b>
<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>

<b>Key Relationships/Interactions:</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>▪ Is responsible to the Team Leader: Schools Education and Support</li> <li>▪ Participates as a member of the Division of Clinical Services &amp; Community Programs</li> <li>▪ Participates as a member of the Schools Education and Support team and works in partnership with the Team Leader and other Schools Coordinators</li> <li>▪ Collaborates and supports the Team Leader: Safe Schools (anti-bullying initiative) when needed</li> <li>▪ Works in partnership with all SHINE SA staff.</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>▪ Collaborates with personnel from Department for Education and other key health and education stakeholders.</li> </ul>

<b>Work Health &amp; Safety (WHS) Responsibilities/Duties</b>
<p>Individual/worker responsibilities:</p> <ul style="list-style-type: none"> <li>▪ Responsible for reporting all incidents or 'near misses' that are witnessed.</li> <li>▪ Responsible for reporting for work in a fit and healthy state to commence duties.</li> <li>▪ Responsible for not putting self and others at risk as a result of your action, or inaction.</li> <li>▪ Adhere to all WHS policies and procedures during the course of your work.</li> </ul>

## Key Results Areas

Key Result Areas	Key Tasks	Performance/Standard Measures
Ensures that teachers and other staff in South Australian schools increase their knowledge and skills in the area of relationships and sexual health education	<p>Consult and collaborate with the Team Leader and other Schools Coordinators to:</p> <ul style="list-style-type: none"> <li>• develop, facilitate and evaluate professional development courses for primary, secondary and disability education teachers</li> <li>▪ develop and evaluate curricula and resources for students from primary, secondary and disability sectors</li> <li>▪ provide ongoing support to staff in Focus Schools such as professional development, curriculum and resources</li> <li>▪ identify and work collaboratively with key regional Department for Education personnel to support the implementation of a primary strategy in identified clusters within the state</li> <li>▪ expand the services and resources available to schools in order to generate income into the future.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Co-facilitate the delivery of primary, secondary and disability courses to achieve KPIs set by SA Health</li> <li>▪ Participate and contribute to the annual review and development of teacher training programs, curricula and resource development.</li> <li>▪ Communicate regularly with allocated Focus schools, at least one face-to-face meeting and facilitate annual professional update sessions</li> <li>▪ Comprehensively documents all communication with schools and other organisations in the Database and school journaling systems</li> <li>▪ Actively contribute to the development of new resources and services to generate income</li> </ul>
Support the provision of the <i>Keeping Safe: Child Protection Curriculum</i> Professional Learning Program to the Department for Education staff and others within South Australia.	Collaborate with the Team Leader and other Schools Coordinators to deliver the <i>Keeping Safe: Child Protection Curriculum</i> Professional Learning program.	<ul style="list-style-type: none"> <li>▪ Co-facilitate the delivery of <i>Keeping Safe: Child Protection Curriculum</i> workshops</li> </ul>
Support other SHINE SA programs and initiatives	<ul style="list-style-type: none"> <li>▪ Collaborate and provide support to the Team Leader: Safe Schools (anti-bullying initiative) where needed</li> <li>▪ Actively participate in SHINE SA's organisational development as requested</li> <li>▪ Actively Participate in SHINE SA's Health promotion strategies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist in staff trainings at allocated Focus Schools</li> <li>▪ Membership on SHINE SA internal committees or networks</li> </ul>

## Person Specification

### Selection Criteria: Essential Minimum Requirements

#### Educational/Vocational Qualifications

- A tertiary qualification in Education.
- Registered or able to register with the Teachers Registration Board of South Australia.

#### Personal Abilities/Aptitudes/Skills

- Demonstrate values and attitudes towards sexuality which are consistent with SHINE SA's Strategic Directions and Policy.

An ability to:

- work collaboratively and consult with Department for Education personnel, principals, teachers, students and school communities
- plan, implement and evaluate professional education courses for teachers and other school staff
- provide assistance in the development and evaluation of curricula and resources for students from primary, secondary and disability sectors
- demonstrate values and attitudes towards sexuality which are consistent with SHINE SA's Strategic Directions and Policy
- apply high level written and oral communication skills
- work effectively as a member of a multi-disciplinary team
- demonstrate computer literacy skills
- work flexibly and innovatively
- work using a high level of individual initiative

#### Experience

- Planning, implementation and evaluation of primary and/or middle years' health curricula in the school environment.
- Providing professional education for teachers.
- Consulting with a range of people in the community.
- Using word processing software.

#### Knowledge

Knowledge of:

- The Primary and Secondary Education systems in South Australia.
- The Australian Curriculum: Health and Physical Education (F-10).
- The *Keeping Safe: Child Protection Curriculum*
- The principles of Adult Learning and curriculum development and commitment to the Strategic Directions of SHINE SA
- Government policy and program context and a commitment to the Strategic Directions of SHINE SA.
- And understanding of sexual health issues and the factors which impact on the sexual health of young people.
- School communities
- Understanding SHINE SA's service delivery, professional practice and communities of interest
- Knowledge of and commitment to the principles of:
  - Interculturalism
  - Equal opportunity
  - Work health and safety

<b>Knowledge</b>
<ul style="list-style-type: none"> <li>▪ Effective consumer services</li> <li>▪ Social justice and equity</li> <li>▪ Reconciliation</li> <li>▪ Demonstrates values and attitudes that celebrate sexual diversity and gender diversity.</li> </ul>

**Selection Criteria: Desirable Characteristics**

<b>Personal Abilities/Aptitudes/Skills</b>
<ul style="list-style-type: none"> <li>▪ Excellent interpersonal skills</li> </ul>

<b>Experience</b>
<p>Experience in:</p> <ul style="list-style-type: none"> <li>• delivery of online learning</li> <li>• working with Aboriginal students</li> <li>• working within primary schools</li> <li>• working with students with disabilities</li> <li>• working with students who speak English as an additional language or dialect</li> <li>• working in a rural setting</li> <li>• undertaking evaluation and research</li> <li>• project planning.</li> </ul>

<b>Knowledge</b>
<ul style="list-style-type: none"> <li>▪ Knowledge of Relationships and sexual health education in schools</li> </ul>

<b>Job and Person Specification Approval</b>			
<b>Division Manager</b>			
Signature & Date	_____	/	/
Print Name	_____		
<b>Employee Signature &amp; Date</b>			
Signature & Date	_____	/	/
Print Name	_____		

Email a copy of this job description to the:

**IT & Records Manager**

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