

Role Description

Education Program Officer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

18714

Content Manager No.

14/118433

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

TO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015
36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland. Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Education Program Officer you will:

- Participate as an active member of the school community team, provide input to students' educational plans and programs and provide para-professional support where appropriate to facilitate students' educational plans in the school and other settings.
- Coordinate and act as the resource person for programs as designated by the Principal. This may include volunteer, community services and out of school hours programs.

The Education Program Officer reports to the Principal or designated delegate.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Liaise with school staff, outside agencies, parents/caregivers and members of the community involved in the student's program, and assist in maintaining positive communication links between the school and home.
- Assist in designing, implementing, monitoring and evaluating appropriate educational programs.
- Research and maintain a register of external funding sources available to support educational programs and write submissions or applications as appropriate.
- Exercise duty of care towards students in the day to day running of school programs and coordinate the running of school vacation programs.
- Identify, document and maintain a current list of appropriate community agencies and resources that may be accessed in support of student programs.



- Act as coordinator for school volunteers, community service students and work experience students as required.
- Assess the suitability of volunteers to maintain a high standard of support and provide a volunteer handbook and application forms.
- Maintain specialised registers/databases of physical resources appropriate for use by students with disability.
- Perform escort duties both in the school and community, and oversee the transport of students where specialist travel arrangements are required.
- Take responsibility for maintaining a current register of appropriate government and non-government services, agencies and resources.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- TO2 appointees must have possession of a diploma qualification relevant to the tasks outlined, from a recognised tertiary institution or qualification which, in the opinion of the Director-General, Department of Education or delegate is acceptable.
- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- The successful applicant will be appointed to the TO2 classification with eligibility for progression to the TO3 level (as outlined in the *Queensland Public Service Officers and Other Employees Award – State 2015*) once specific criteria have been met or demonstrated.
- Applicants currently undertaking a course of study for an appropriate Diploma or qualification may be considered for appointment prior to completion of this qualification and will be remunerated at TO1 classification.