



POSITION DESCRIPTION

REPORTS TO	Community Safety & Wellbeing Manager	CLASSIFICATION & HOURS	4.1 Full time/ Part Time
DIVISION	Community Safety	LOCATION	Yarralin

JOB PURPOSE

This position will lead the Education Engagement & Attainment Initiative (EE&AI) team to support school aged children to attend school regularly, on time by supporting the children, their parents, careers, and families.

DUTIES AND RESPONSIBILITIES

1. Coordinate and supervise the delivery of the Education Engagement & Attainment Initiative program in Yarralin.
2. Work with the school principal, school council and community representatives to implement the strategy and complement existing services and programs directed at improving school attendance.
3. Create and implement Term Attendance Plans to enable a clear direction of the term ahead.
4. Supervise, guide and mentor the Education Engagement & Attainment Initiative Officers to achieve positive outcomes.
5. Organise and ensure resources are available to assist Education Engagement & Attainment Initiative Officers in carrying out their requirements of their roles.
6. Facilitate and encourage cooperative behavior with the children, parents, careers, and families.
7. Participate in safety procedures for direct care work.
8. Provide support and guidance to the school and the community with attendance issues and procedures.
9. Collect and analyse program information and data to prepare clear, accurate reports on the effectiveness of service delivery, for example:
 - Number of Education Engagement & Attainment Initiative Officers.
 - Activities performed by Education Engagement & Attainment Initiative Officers
 - Response of Community to Education Engagement & Attainment Initiative Officers
10. Ensure investment supports First Nations families, children, and young people to overcome barriers to school engagement and achievement.
11. Support community-led, place-based education initiatives that reflect local knowledge and priorities.
12. Deliver and support activities that engage students, families, schools, and communities to improve engagement, retention, attendance, and educational outcomes for First Nations learners.
13. Support initiatives that remove barriers to schooling by promoting culturally safe and inclusive learning environments, valuing education through cultural activities, strengthening family role-modelling, and encouraging strong community participation in local education decision-making.
14. Maintain a safe working environment and ensure that proper Work Health and Safety regulations set by Council are adhered to.
15. Comply with all Council policies and procedures.
16. Carry out any other duties as directed by the Community Safety and Wellbeing Manager.

EDUCATION REQUIREMENTS

1. Be willing to undertake work-related learning activities (essential)

EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Proven ability to work well with school aged students.
2. Must have a good standing and respect in Community.
3. Understanding of Community Development.
4. Be experienced in gathering information & data on the effectiveness of the program for report purposes.
5. Sound knowledge of the principles of WH&S.

OTHER REQUIREMENTS

1. *Criminal History Check (recent within 3 months)*
2. *A current Working with Children's Card.*
3. *A current Drivers Licence.*
4. *Current First Aid or ability to obtain*

ACKNOWLEDGEMENT**DIRECTOR:****DATE APPROVED:** 14/04/2026**CHIEF EXECUTIVE OFFICER:** *Jennifer Marston***DATE APPROVED:** 14/04/2026