Job and Person Specification

Schools Coordinator
AS05 Fixed Term 0.8 FTE
Commencing 18 January 2027 until 16th July 2027
SHINE SA Woodville

Who We Are

For more than 50 years, SHINE SA has been South Australia's leader in sexual and reproductive health, delivering education, clinical care, workforce development, community partnerships, and advocacy.

Our approach is built on the fundamental right of every person to control their own body, receive inclusive care, and have the knowledge and support to make informed decisions about their sexual and reproductive health.

This commitment is the foundation of our work, our DNA, shaping how we care, how we advocate, and how we partner with communities.

Our Vision

A future where sexual and reproductive health and rights are universal, upheld and celebrated.

Our Purpose

We care, we educate, we advocate – supporting **every** body's sexual and reproductive health, autonomy and dignity.

Position Summary

The Schools Coordinator supports principals, educators, and school communities in enhancing students' sexual health knowledge and overall well-being. They contribute to curriculum development, resource creation, and the planning, implementation, and evaluation of best practice approaches to comprehensive relationships and sexual health education. While they may occasionally work directly with students, their primary focus is on equipping school-based educators with the confidence and capability to deliver effective relationship and sexual health education.

Supervisor/Line Manager

Manager, Schools Education and Support Team

Direct Reports

Nil

Key Relationships/Interactions

Internal: CEO, Executive Management Team, Leadership Team, Board of Directors, Executive Manager, Education and Health Promotion and Workforce Education and Development Division.
External: Department for Education, School leaders of schools engaged in SHINE SA programs, Department for Health and Wellbeing, Family Planning Alliance of Australia (FPAA) Educators Network, State, interstate and Federal Government agencies, Education and Community sector agencies, academics and universities and other related key stakeholders.

Work Health & Safety (WHS) Responsibilities/Duties

- Adhere to all WHS policies and procedures during work.
- Report any incidents or near-misses and contribute to creating a safe working environment for all staff.

Key Result Areas/Main Duties

Educator Support, Training, and Capacity Building

- Enhance the knowledge and skills of teachers and school staff in delivering comprehensive relationships and sexual health education.
- Provide professional development training for educators across primary, secondary, alternative (FLO), and inclusive education sectors.
- Offer ongoing support to school staff via in-person meetings, phone, and email, including curriculum guidance, resources, and wellbeing activities.
- Facilitate annual professional update sessions and at least one face-to-face meeting with allocated Focus Schools.
- Assist in staff training at allocated Focus Schools to strengthen program implementation.

Program Development, Delivery, and Evaluation

- Collaborate with the Team Manager and Schools Coordinators to develop, implement, and assess best-practice approaches for relationships and sexual health education.
- Design and evaluate inclusive curricula and resources tailored for diverse student groups, including primary, secondary, FLO, and disability sectors.
- Co-facilitate and deliver education courses in alignment with SA Health's key performance indicators (KPIs).
- Participate in the annual review and enhancement of teacher training programs, curricula, and resources.
- Support other SHINE SA programs, initiatives, and health promotion strategies as required.

Student, Parent, and Community Engagement

- Facilitate student service talks to promote sexual health education.
- Organise and lead parent/carer workshops and meetings to encourage community involvement.
- Support school wellbeing activities and expos that promote relationships and sexual health awareness.

Documentation, Reporting, and Compliance

- Comprehensively document all communication with schools and other organisations in electronic records, document management systems, and schools' journaling database.
- Maintain accurate records of professional development sessions, student service talks, and parent/carer workshops.

- Ensure compliance with reporting requirements for Focus Schools, including documentation of professional development, curriculum updates, and school wellbeing activities.

Program Growth, Sustainability, and Organisational Contribution

- Identify opportunities to expand key services and resources to enhance long-term financial sustainability.
- Actively contribute to the development of new resources and services to generate income.
- Participate in SHINE SA committees and networks to support strategic goals.
- Collaborate with colleagues to share best practices and enhance service delivery.

Organisational duties

- Participate in and contribute to organisational activities where requested.
- Participate in and contribute to continuous quality improvement and accreditation activities as requested and required.

Performance Outcomes/Success Metrics

- Increased confidence and capability of educators in delivering comprehensive relationships and sexual health education, as evidenced by feedback and evaluations.
- Successful development and implementation of best-practice curricula and resources tailored to diverse student needs.
- Achievement of SA Health's KPIs for the delivery of primary, secondary, alternative, and inclusive education courses.
- Positive engagement and participation from students, parents, and school communities in workshops, service talks, and wellbeing initiatives.
- Regular and meaningful communication with Focus Schools, including annual professional updates and face-to-face meetings.
- Accurate and timely documentation of school interactions and support provided, ensuring compliance with reporting requirements.
- Growth in program reach and sustainability through expanded services and income-generating initiatives.
- Active participation in SHINE SA's programs, committees, and health promotion strategies.
- Excellent knowledge of and adherence to SHINE SA's policies and procedures.
- Contributes to a positive working environment, living up to organisational values and code of conduct
- Comprehensive knowledge of the organisational structure and its functions.
- Understanding of the long-term goals of SHINE SA.

Selection Criteria

Qualifications, Skills and Experience

- Tertiary qualification in Education and registered (or eligible) with the Teachers Registration Board of South Australia.
- Commitment to diversity in relationships and sexual health education and understanding of SHINE SA's service delivery and key communities.
- Ability to collaborate with educators, students, communities, and consult with stakeholders.
- Skilled in planning, implementing, and evaluating professional education courses and health curricula.

- Strong written and oral communication skills with the ability to work effectively in a multi-disciplinary team.
- Flexible, innovative, proactive approach, with experience in online learning and working with diverse student groups.
- Willingness to travel to regional and remote areas (current Driver's Licence required).
- Knowledge of South Australian education systems, the Australian Curriculum F-10, and Department for Education policies.
- Experience in delivering professional education for teachers, project management, and working with students living with disabilities.
- Knowledge of factors affecting young people's health and well-being and relationships and sexual health education.
- Commitment to principles of equity, social justice, and diversity.

Job and Person Specification Acknowledgement and Acceptance

I have read and understand the responsibilities and expectations outlined in this position description. By signing below, I acknowledge that I will perform the duties to the best of my ability and understand that my performance will be evaluated in relation to these responsibilities.

Employee Signature: _____ Date: _____