



POSITION DESCRIPTION

Directorate: Education

Division: System Policy and Reform

Branch: Education and Care, Regulation and Support

Business Unit: Non-government Education

Position Title: Home Education Liaison Officer

Position Number: P41833

Classification: Administrative Services Officer Class 6

Status: Permanent

Reports to: Assistant Director, Home Education

Location: Hedley Beare Centre for Teaching and Learning, Stirling

Reviewed: 24 August 2026

DIRECTORATE OVERVIEW

The Education Directorate delivers high quality education services through government schools and early childhood education and care; registers non-government schools and home educated children; regulates ACT school CRICOS providers; and administers vocational education and training in the ACT.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

DIVISION OVERVIEW

System Policy and Reform is responsible for the provisions of strategic advice to the Minister and the Directorate on system, policy, and reform matters. The division is responsible for leading and delivery of system- wide reforms including the Future of Education Strategy, the Early Childhood Strategy, and Review of the *Education ACT 2004*. The division delivers quality data and analytics to inform school and system improvement and well-informed system-wide planning.

The division promotes a strong and collaborative culture through effective communication and links with internal and external partners and the broader community. Responsible for the provision of an impartial view regarding the system performance and an independent look at our system as a whole.

BUSINESS UNIT OVERVIEW

Education and Care Regulation and Support (ECRS) Branch is a business unit of the ACT Education Directorate. ECRS comprises Children's Education and Care Assurance (CECA) and Non-Government Education (NGE).

CECA fulfil the functions of the Regulatory Authority for education and care services, which includes long day care, outside school hours care, preschool, family day care and playschool in the ACT under the *Education and Care Services National Law (ACT)* and *Children and Young People Act 2008*.

NGE is responsible for the regulation, monitoring, registration and compliance of ACT non-government schools and ACT families who choose to home educate their children under chapters 4 and 5 of the *Education Act 2004*. NGE also regulates ACT school providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

ECRS regulates and support over 370 education and care services, over 600 home educated resident children, 49 non-government schools, and five ACT school CRICOS providers.

HOME EDUCATION REGISTRATION

The parents of children and young people living or usually living in the ACT may choose to register their children for home education. All ACT resident home educated children must be registered with ACT Education Directorate in accordance with the *Education Act 2004*.

The home education team is responsible for:

- managing the home education registration and renewal process
- providing information and support to new and existing home educating parents; and
- reviewing and assessing parental compliance.

POSITION OVERVIEW

The position will work with the Assistant Director, Home Education to:

- assist parents of children living or usually living in the ACT to understand the requirements of home education registration in the ACT
- review and report on parental compliance with the conditions of registration and other requirements as outlined in the *Education Act 2004* and *Education Regulations 2005*
- provide administrative and other support to the Director Non-government Education and the Executive Branch Manager, Education and Care, Regulation and Support.

The ideal candidate will have a strong background in delivering quality education (including in literacy and numeracy) to children and young people either in a school or alternative setting.

They will have high level interpersonal and communication skills; and a willingness to learn and effectively utilise new records management / student administration / emerging IT platforms.

They will be able to quickly develop an understanding of the legislative framework surrounding home education registration in the ACT; and have tact, flexibility and empathy when working with our stakeholders.

This position will involve direct contact with parents, children, and young people.

WHAT YOU WILL DO

The responsibilities for this position are:

1. Responding to email and phone enquiries from parents considering home education.
2. Supporting parents of home educated children to plan, program and report on home

education programs and student progress.

3. Conducting registration review meetings with new and continuing home educating parents to identify and support compliance with home education legislation and regulations.
4. Supporting the Assistant Director Home Education to provide targeted support for families of children/young people registered for home education including those with complex needs.
5. Researching and identifying educational resources suitable for the needs of home educated children.
6. Undertaking administrative tasks relating to home education including, but not limited to: data gathering, records management, report writing, and drafting briefs and responses.
7. Supporting the Director of Non-government Education to deliver responsive regulatory practices.

This position will not involve the direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in planning and delivering educational programs (including literacy and numeracy) that cater for the individual learning needs of children and young people of compulsory education age.
2. Demonstrated experience supporting children/young people with additional learning needs and/or disengaged or at-risk families.
3. Demonstrated experience using a range of digital technologies and computer applications, with the ability to quickly learn new systems and adapt to changing technological environments.

Behavioural Capabilities

1. Highly developed interpersonal skills, with the ability to engage effectively with a diverse range of stakeholders, including parents, children, young people, government agencies and community organisations.
2. Demonstrated ability to communicate professionally through face-to-face interactions, telephone and videoconferencing, fostering positive relationships and effective collaboration.
3. Highly developed written communication skills, including the ability to prepare clear, accurate and professional correspondence including briefs, reports and emails.
4. Demonstrated ability to exercise initiative, strong workload management and organisational skills when working with limited supervision.

Compliance Requirements / Qualifications

1. This position does not require a pre-employment medical.

2. This position requires:

- a. current registration under the *Working with Vulnerable People (Background Checking) Act 2011*
- b. the ability to be approved and operate as an Authorised Person under s. 67 of the *Education Act 2004*.

Highly desirable

1. Practical experience in primary and/or secondary education settings
2. Demonstrated ability to interpret and apply legislation, policies and procedures
3. Experience with record management systems such as Content Manager and SAS

WORK ENVIRONMENT DESCRIPTION

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never

Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never