



Consultant, Schools Review

School and Principal Review

Position number	00039826
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Public School Review (PSR) process plays a key role in: providing assurance to the Minister and Director General that schools are performing as expected; informing families and caregivers about the quality of education provision in their communities; and providing an opportunity for schools to receive clear, targeted feedback to inform their improvement planning.

Public School Reviews are undertaken by a review team consisting of a Director, Public School Review and a peer reviewer. Schools submit an electronic school self-assessment containing evidence to support their judgements about school effectiveness with a return timeframe negotiated at the conclusion of each PSR.

Review teams conduct school visits statewide to validate each school's self-assessment. Reports are prepared by Directors, Public School Review and endorsed by the Deputy Director General, Schools. Reports are then made available in the public domain for 12 months.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide effective professional and strategic management support to the team.
- Research, assess and monitor initiatives and investigations which have operational significance and policy implications for the Directorate.
- Provide policy and operational management advice to the Principal Consultant and Directors.

- Research, prepare and review briefing papers, correspondence, support documents, project budgets and confidential reports in an accurate and timely manner and on behalf of the Directors.
- Undertake editorial oversight of the final report for each school review process as required.
- Provide assistance and advice on policies, procedures, budgets and critical operational issues relating to the development and management of school reviews.
- Contribute to developing school review documentation, including requesting, collating and evaluating review information in a timely manner for Directors.
- Develop, maintain and manipulate databases, spreadsheets and systems that support activities of the Directorate.
- Manage logistics of workflow requirements and scheduling of school reviews.
- Monitor and analyse emerging operational trends and issues pertaining to school reviews to support Directorate planning, decision making and reporting.
- Provide quality input into developing, implementing, reviewing and updating Directorate operational plans, processes and procedures to achieve business outcomes.
- Establish and maintain effective and collaborative working relationships and networks with internal and external stakeholders.

Selection criteria

1. Demonstrated operational planning skills including the ability to coordinate, monitor, report and contribute to strategic outcomes.
2. Demonstrated well developed data management skills, including data analysis and reporting, and the ability to interpret data, analyse trends and make recommendations.
3. Demonstrated well developed written communication and editorial skills with considerable experience in the preparation of reports, briefings and correspondence.
4. Demonstrated well developed verbal communication and interpersonal skills, including the ability to effectively consult, collaborate and negotiate within a team environment and with stakeholders at a senior level.
5. Demonstrated knowledge and understanding of key Department priorities.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 24 October 2025
Reference D25/1083577