



## Principal Consultant – Reporting to Parents

### School Performance

<b>Position number</b>	00028392
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, School Performance (Level 8)
<b>Direct reports</b>	Senior Project Officer x2 (Level 6) Senior Information Analyst (Level 6) Project Officer (Level 5)

#### Context

The System and School Performance Directorate has three branches: Student Assessment and Reporting, System Performance and School Performance. The Directorate's purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- manage the On-entry Assessment Program, Gifted and Talented selection and Reporting to Parents (RTP), the administration of Notices of Arrangement and the Online Incident Notification System (OINS).

The School Performance Branch provides services and has a major role in the following areas:

- developing and implementing a school accountability policy framework
- providing tools and advice to support school leaders and those responsible for reviewing school performance and supporting school improvement
- providing data, analysis and advice related to school accountability and school and student performance
- providing professional learning related to the analysis and interpretation of school and student level performance information
- developing, enhancing and maintaining key information systems and datasets related to student and school performance
- reporting on key student and school performance data sets
- managing incident notifications including quality assuring and reporting data.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Maintain, update and enhance the Reporting to Parents application to assist schools with curriculum planning, assessment and reporting management in line with the relevant School Curriculum and Standards Authority (SCSA) and Department policies.
- Provide high-level advice to internal and external stakeholders on issues related to Reporting to Parents.
- Manage internal and external data requests related to Reporting to Parents, including collecting, collating and reporting data.
- Design and deliver professional learning to support school staff in the effective use of Reporting to Parents.
- Liaise with external agencies and Departmental business areas, particularly Information and Communication Technology, on the development, maintenance and enhancement of the Reporting to Parents application.
- Monitor and manage staff leave entitlements to ensure leave entitlements are used in accordance with Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Manage cost centres in line with Departmental financial compliance and accountability requirements, ensuring effective and responsible use of resources.

## Selection criteria

1. Demonstrated extensive experience in the recording, monitoring and reporting of student achievement data across Years K to 12.
2. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing reports; and designing and delivering professional learning.
3. Demonstrated highly developed interpersonal skills, including the ability to liaise effectively with a diverse range of internal and external stakeholders, and to provide high-level advice on issues related to curriculum planning, assessment and reporting.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative thinking to identify issues, solve problems and inform decision making.
5. Demonstrated ability to manage human, financial and physical resources to ensure effective and efficient service delivery.

## 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 1 December 2025  
Reference D25/1195350