

## Manager, Secondary Schools, District High Schools and Post-School Pathways

### Service Delivery

<b>Position number</b>	00031503
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Service Director, Secondary Schools, District High Schools and Post-School Pathways
<b>Direct reports</b>	Various

### 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 future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

The Secondary Schools, District High Schools and Post-School Pathways Directorate provides coordinated expertise to regions and secondary schools identified as requiring support.

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

### Key responsibilities

- Lead and oversee the provision of coordinated expertise in secondary education to schools and regions identified as requiring support.
- Manage, coordinate and monitor the delivery of support, with a focus on developing and implementing whole-school approaches that improve the quality of teaching and improve student achievement.

- Ensure that services align with and support system priorities and the contextual needs of individual schools and their communities.
- Liaise and negotiate with relevant State and Commonwealth agencies and other stakeholders on programs and financial agreements for the provision of teaching and learning support programs and services.
- Develop and provide professional services and support to staff in schools, regions and networks in teaching and learning matters.
- Lead branch operations in accordance with strategic directions of the public school system, legislation and Departmental policies.
- Provide subject matter expertise to inform the development of system-wide professional learning and resources.
- Develop tailored responses and services to support school leaders and teachers.
- Coordinate responses to individual school contexts and needs.
- Provide subject matter expertise as required to inform other system responses.
- Interpret school and system performance and achievement data.
- Represent the Department at policy level on internal and external committees and working parties.
- Work in direct partnership with school-based staff.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Manage the administrative and business functions of the branch, including allocating resources in accordance with business plans and maintaining control over relevant expenditure and budgets.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standards and Department policy.

## **Selection criteria**

### **Implements and manages strategy**

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes.
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

### **Achieves results**

- Evaluates ongoing project and program performance and identifies critical success factors.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may impact outcome and adjusts plans as required.

### **Builds productive relationships**

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works toward mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

### **Exemplifies personal integrity and self-awareness**

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

### **Communicates and influences effectively**

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

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

### **ENDORSED**

Date            18 March 2022  
Reference    D22/0207824