



Job Description Form

Program Coordinator – School Operations

Safety Bay Senior High School

Position number	00047935
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Information about Safety Bay Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Provide educational leadership and assistance through establishing, coordinating and managing all aspects of OLNA, NAPLAN and Examinations including developing processes for data analysis generation and usage.
- Use effective change strategies to lead the school community to accept and develop opportunities for improved service in the relevant area while maintaining a teaching role (maximum 14 periods per week)
- In collaboration with the leadership team, review policies and procedures, updating documentation, plan, implement and evaluate effective strategies to improve student learning outcomes in line with the School Business Plan.
- Contribute to the development of the school through participative decision-making, including assisting in developing school policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the area of school operations to ensure the effective operation of the department in accordance with legislative and industrial policy and guidelines.
- Extensive liaison with the Principal, Deputy Principals and other Program Coordinators.
- Provide assistance with the coordination of major events in the school calendar, working with administration staff, other Program Coordinators, Deputy Principals and Principal.
- Analyse, interpret and monitor student data, such as NAPLAN, SAIS and On-Entry Data, and use this data to work with staff to develop and implement plans.

- Manage programs and portfolios determined by the school, including leading the implementation of school incentive programs and the development and management of school timetable processes.
- Facilitate improved teaching and learning outcomes through Performance Management and modelling and promoting a culture of improvement in liaison with Executive team.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. Demonstrated high level of interpersonal and public relations skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage staff, physical and financial resources.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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
- obtain or hold a current Working with Children Check
- 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 December 2025
Reference D26/0016028