



# Job Description Form

## Education Officer Professional Capability

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| <b>Position number</b> | 00047992  |
| <b>Agreement</b>       | <a href="#">School Education Act Employees' (Teachers and Administrators) General Agreement 2023</a> or as replaced |
| <b>Classification</b>  | Education Officer Level 2   |
| <b>Reports to</b>      | Manager, Professional Capability (Level 8)  |
| <b>Direct reports</b>  | 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 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.

Professional Capability drives the ongoing development of our workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

This position has been created in accordance with the Better and Fairer Schools Agreement funding arrangements for the development and delivery of culturally responsive learning modules for staff within the Aboriginal and Islander Education Officer (AIEO) Careers Pathway.

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

### Key responsibilities

- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Assist with the planning, implementation and evaluation of specialist teaching and learning support in response to the needs of public schools and the Department's strategic direction.

- Support schools and education regions through the development and implementation of whole-school approaches to improve quality teaching and learning.
- Assist school leadership teams in collecting, analysing and interpreting data and other contextual information.
- Contribute to the development and delivery of professional learning and resources to strengthen the teaching profession, specifically the Aboriginal and Torres Strait Islander Education Officer Career Pathways professional learning.
- Support the alignment and effective provision of policy, resources and services to improve student outcomes.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to teaching and learning and the support needs of teachers.
- Consult and negotiate with internal and external stakeholders to build quality system wide services and support that improves student achievement.
- Contribute to the provision of subject matter expertise to assist in the development of professional learning resources, specifically the Aboriginal and Torres Strait Islander Education Officer Career Pathways professional learning.
- Provide subject matter expertise and contribute to system responses, briefings and Ministerials.

### **Selection criteria**

1. Demonstrated substantial knowledge and understanding of teaching and learning practices and requirements in relevant area/s of specialist expertise.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs in relevant area/s of specialist expertise.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

### **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 29 January 2026  
Reference D26/0082863