



Senior Consultant, Reporting to Parents School Performance

Position number	00028385
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant – Reporting to Parents (Level 7)
Direct reports	Nil

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 to find out more information about the Department of Education.

Key responsibilities

- Provide advice, assistance and support to schools and Department staff in relation to the Reporting to Parents (RTP) application with a particular focus on Vocational Education and Training (VET).
- Inform and support the ongoing development and enhancement of RTP functions and capabilities relating to VET assessment and reporting.
- Liaise with the Information and Communication Technology Division and undertake user acceptance testing to ensure assessment components and online functions meet system requirements,
- Establish and maintain collaborative working relationships with internal and external stakeholders.
- Support the preparation of correspondence, briefing notes and reports relevant to RTP.
- Provide professional development to schools on the RTP application with a particular focus on Vocational Education and Training.
- Provide advice and support Departmental staff on data management and reporting requests, specifically in relation to VET.
- Contribute to strategic planning and decision-making processes concerning VET data collection and reporting within RTP.
- Liaise with external education providers on issues related RTP.

Selection criteria

1. Demonstrated substantial experience in the use of Reporting to Parents (RTP) to accurately record, monitor, and report student achievement data, including Vocational Education and Training (VET) outcomes.
2. Demonstrated highly developed oral and interpersonal communication skills, including the ability to establish positive relationships, provide professional support, and deliver a high standard of customer service to teachers, school leaders, and administrators.
3. Demonstrated highly developed written communication skills, including experience in preparing clear and concise correspondence, reports and professional learning materials.
4. Demonstrated proven ability to deliver professional learning to diverse audiences.
5. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative and practical solutions to complex problems and issues.

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 20 November 2025
Reference D25/1159770