



Program Coordinator – Regional Learning Initiatives

Schools

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 3
Reports to	Principal – Regional Learning Initiatives (School Administrator Level 5)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The group is responsible for:

- providing educational leadership to regions and schools
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education
- implementation of a new school information system across all public schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

Western Australian Department of Education has entered into an agreement with the Australian Government Department of Education, to develop and deliver the Scaling Up Success in Remote Schools Program. Through this program, the Regional Learning Initiative will work to expand the Kimberley Schools Project to selected schools in the Goldfields and Midwest Education Regions. From 2026, the Program is being expanded into the Pilbara Education Region.

The project has 2 key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers around building and sustaining positive school-community partnerships.

The Program Coordinator – Regional Learning Initiatives will be based in the Goldfields, Midwest or Pilbara Education Regions.

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

Key responsibilities

- Provide educational leadership to schools and communities by implementing and promoting the project, and encouraging school staff, volunteers from the community and others to share ownership of the project's vision and goals.
- Work collaboratively with communities to design a range of engagement strategies and programs across the attendance and engagement components.
- Use effective change strategies and lead schools and communities to accept and develop opportunities for improving educational outcomes in literacy and numeracy.
- Provide expert advice and support to schools in developing and implementing targeted programs, plans, strategies and approaches for improving student achievement.
- Design and deliver professional learning for teacher development to support school plans and strategies for enhancing learning outcomes for students.
- Support teachers and school leaders to implement professional learning in targeted teaching and early years.
- Work with graduate teachers and support in-school instructional coaches to develop their capacity.
- Collect, analyse and interpret quality data and contextual information across the 2 components to identify schools that require targeted support.
- Manage key portfolios of the project's 2 key components, including allocating resources and support to schools.
- Liaise extensively with school staff, specialist staff, other government agencies and community providers.

Selection criteria

1. Demonstrated ability to lead strategic change in a school context and generate and apply innovative solutions.
2. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
3. Demonstrated highly developed verbal and interpersonal communication skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
4. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students.

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
- undertake travel throughout the Goldfields, Midwest or Pilbara regions
- obtain or hold a current Western Australian driver's licence
- 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 22 September 2025
Reference D25/0878733