



Head of Department / Head of Learning Area Schools

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Principal
Direct reports	Various

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#)

For further information about the Department of Education please visit education.wa.edu.au

Key responsibilities

- Accountable for the effective daily management of a designated area of responsibility, which is usually a specific subject or group of subjects and retain a teaching role.
- In collaboration with the Principal and members of the administrative team, provide educational leadership in the school and the community by developing and promoting the school vision and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals in respect of the relevant area of responsibility.
- As a curriculum leader, provide professional leadership to specialist subject teachers or others in the school who teach within the area of responsibility and provides up-to-date information on relevant specialist curriculum issues.
- Facilitate teaching and learning outcomes through effective performance management, and modelling and promoting a culture of improvement.
- Using effective change management strategies, lead the school community to accept and develop opportunities for improved service in the relevant area.

- Contribute to the development of the school plan through participative decision-making, including assisting in developing school policy and establishing and maintaining systems.
- Establish and manage administrative and operational systems in the relevant area of responsibility in order to ensure the effective operation of the department in accordance with legislative and industrial policy and guidelines.



- Liaise with students and parents of students studying in the area of responsibility, placing considerable focus on providing advice about course options and selections.
- Liaise with the Principal and Deputy Principals of the school, other Heads of Department and relevant specialist staff.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate 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 teaching qualification and be currently registered or eligible for registration to teach in Western Australia
- 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 21 December 2021 Reference
D21/0795031

