

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>School Education Act 1994</b>	<b>Salaries/Agreement/Award</b> Teachers (Public Sector Primary and Secondary Education) Award 1993, The School Education Act Employees' (Teachers and Administrators) General Agreement 2015 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 22 May 2015
<b>Region:</b> Education Regions	
<b>School:</b> Schools	

**THIS POSITION**

**Title:** Program Coordinator, High and Senior High School

**Classification:** Level 3

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**For Non-Independent Public Schools (IPS)**

**TITLE:** Regional Executive Director  
**LEVEL:** REXDR  
**POSITION NUMBER:** Various

**TITLE:** Principal  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**For IPS**

**TITLE:** Director General  
**LEVEL:** Group 4 Max  
**POSITION NUMBER:** 00011814

**TITLE:** Principal  
**LEVEL:** Various  
**POSITION NUMBER:** Various

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Program Coordinator, High/Senior High School	Level 3	Generic	22 May 2015

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce;
- supporting all learners to achieve their full potential, including those with special educational needs and interests; and
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes;
- accepting responsibility and accountability for the achievement of outcomes;
- enabling flexible, innovative and diverse work practices; and
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

Further context about the particular school in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

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## ROLE

The Program Coordinator:

- in collaboration with the Principal and members of the administrative team, provides 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
- using effective change strategies, leads the school community to accept and develop opportunities for improved service in the relevant area of responsibility
- facilitates workforce effectiveness and provides a role model for self development to improve professional performance
- contributes to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems
- establishes and manages administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines
- manages programs, specific curriculum areas and/or portfolios such as:
  - performing arts
  - student services, including pastoral care or a combination of year or house programs across the school
  - general school administration, including the management of school timetable processes
- undertakes administrative duties related to the particular area of responsibility
- liaises extensively with the Principal, Deputy Principals, Heads of Department/Learning Area and relevant specialist staff
- undertakes a teaching role, if required.

## OUTCOMES

The overall purpose of the following outcomes is to support student learning.

1. Effective leadership in the educational policies, programs, strategies and initiatives of the Department is provided to staff and students; and the school vision is promoted to the school community.
2. The school plan and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with Departmental staff, students and the community.
3. Accountability for student learning and programs is demonstrated through appropriate monitoring and reporting of outcomes.
4. Administrative and operational systems and resources, including financial and physical resources, are managed effectively and ethically.
5. Effective change management strategies are implemented that lead the school community to accept and develop opportunities for improved service and educational outcomes in the particular area of responsibility.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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 physical and financial resources.

## **ELIGIBILITY**

Employees will be required to:

- hold a recognised qualification in teaching 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; and
- obtain or hold a current Working with Children Check

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

## **CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 22 May 2015**  
**TRIM REF # D15/0167724**