

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group: Public Schools	Effective Date of Document 06 July 2018
Division: Statewide Services	
Directorate: Student Support Services	

THIS POSITION

Title: **Principal Consultant, Student Support**

Classification: **Level 7**

Position No: **Generic**

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Student Support Services
LEVEL: DCO
POSITION NUMBER: 00035548

TITLE: Manager
LEVEL: 8
POSITION NUMBER: Various

This position and the positions of:

Title	Level	Position Number
Various		

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Principal Consultant Student Support	Level 7	Generic	06 July 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

The services and support delivered through the Student Support Services Directorate are integrated with the Teaching and Learning Services Directorate, and all other functions of Statewide Services, to support the successful outcomes for all students. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to provide timely, responsive and effective support for each student; and thereby creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

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Principal Consultant Student Support	Level 7	Generic	06 July 2018

ROLE

The Principal Consultant Student Support:

- provides practical, accurate and timely advice, resources, information and support to schools and networks regarding student support services, including attendance, behaviour, child protection, social and emotional competencies, mental health, disability and additional learning needs
- supports the implementation and delivery of student support initiatives and undertakes monitoring and reviewing of initiatives
- researches, plans, implements and evaluates student support services, programs and strategies in response to the needs of public schools
- undertakes research and systemic analysis of student, school and system level data to identify areas for improvement and to inform the targeting of services and support
- establishes and maintains effective working relationships and networks within the Department and other agencies for the implementation of evidence-based approaches that support the wellbeing, development and achievement of all students
- works with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools and networks
- represents Statewide Services on internal and external committees and working groups in relation to student support services
- contributes to the design, development and facilitation of professional learning programs associated with student support services in public schools
- works with other areas in Statewide Services on the preparation of reports, briefings and other documentation for senior management related to student support in public schools.

OUTCOMES

1. Effective strategic leadership related to student support services is provided at a system level.
2. Systemic student support initiatives are effectively facilitated and managed.
3. High-level information regarding student support in public schools is collected, analysed and utilised to strengthen services to public schools.
4. The implementation and delivery of systemic initiatives in schools are effectively supported, monitored and reviewed.
5. Appropriate advice is provided and resources and associated professional learning tools are developed and delivered to meet the student support needs of all public schools.
6. Statewide Services is represented on committees and working parties in a range of contexts related to student support and child protection.

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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 substantial knowledge and understanding of contemporary, evidence-based practices related to student support services.
2. Demonstrated skills and experience in developing and implementing successful student programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change related to student support services.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
6. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports, briefing notes and professional learning documentation.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

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 Accountable 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 06 July 2018
TRIM REF # D18/0294981