

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

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993; School Education Act Employees (Teachers & Administrators) General Agreement 2017 or as replaced
Division: School Curriculum and Standards Directorate: Curriculum, Assessment and Strategic Policy	Effective Date of Document 2 November 2018

THIS POSITION

Title: **Principal Executive Advisor**

Classification: **School Administrator Level 6**

Position No: **00039150**

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Executive Director, School Curriculum and Standards
LEVEL: Special Division Band 3
POSITION NUMBER: 00026042

TITLE: Assistant Executive Director, Curriculum, Assessment and Strategic Policy
LEVEL: Class 2
POSITION NUMBER: 00037223

This position and the positions of:

Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Principal Executive Advisor	School Administrator Level 6	00039150	2 November 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/>.

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- development of Externally Set Tasks (EST)
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support.

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ROLE

The Principal Executive Advisor:

- provides high-level strategic advice to the Authority and Department of Education on emerging issues and ensures that there is a strong focus on supporting schools
- provides educational leadership and advice to the Authority on reform initiatives, directions and outcomes related curriculum, assessment and policies and proposes effective actions within the context of the Authority's resources
- evaluates system-wide learning, teaching and assessment programs and policies that target improvements in student achievement
- undertakes research on evidence-based teaching practices and professional learning and support needs of teachers and prepares reports, strategies and briefing notes
- collects, analyses and interprets quality data and contextual information as part of a system-wide approach to standards, performance, reporting, evaluation and accountability and prepares recommendations and reports for presentation to the Executive, the Board, Curriculum and Assessment Committee and Standards Committee
- represents the Division on committees and working parties, as required, on matters relating to curriculum, assessment and policy
- supports schools where system and school-level achievement data indicate that students are not achieving appropriate standards
- provides expert advice on developing and implementing whole-school approaches to improving student achievement
- collaborates and liaises with the Executive Director, School Curriculum and Standards and relevant Assistant Executive Directors on teaching and learning and certification matters
- evaluates the quality and effectiveness of programs and services, identifies trends and develops appropriate strategies to support improvement
- establishes and maintains effective working relationships and networks with stakeholders.

OUTCOMES

1. Strategic educational leadership is provided to the Authority and school systems/sector.
2. Reports, briefing notes and strategies are developed based on evidence.
3. Reform initiatives, directions and outcomes are identified.
4. Schools are provided with high quality integrated support in response to identified needs and local circumstances.
5. Network leaders and principals are supported in developing and implementing whole-school plans that focus on improving student achievement.
6. Effective working relationships and networks are established and maintained to with internal and external stakeholders.

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7. High-level project management processes are applied to achieve desired project outcomes within the agreed timeframes.

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 extensive knowledge and understanding of current trends, initiatives and reforms in education, particularly the *Western Australian Curriculum and Assessment Outline* and the Western Australian Certificate of Education (WACE).
2. Demonstrated highly developed verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations.
3. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing complex reports and briefing notes.
4. Demonstrated extensive skills and experience in providing effective educational leadership in a diverse range of school educational settings.
5. Demonstrated extensive skills and experience in developing and implementing professional learning programs, projects or strategies at a school, region or system level.
6. Demonstrated highly developed conceptual, analytical and strategy formulation skills, including the ability to provide innovative solutions to strategic and complex problems.

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 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 2 November 2018
TRIM REF # D18/0486257