

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

School Education Act 1994	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993, School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced	
Group:	Public Schools	Effective Date of Document 18 October 2018
Division:	Statewide Services	
Directorate:	Early Childhood Education, Literacy and Numeracy	
Branch:	Kimberley Schools Project	

THIS POSITION

Title: Program Coordinator

Classification: School Administrator Level 3

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Early Childhood Education, Literacy and Numeracy
LEVEL: DEANE
POSITION NUMBER: 00028431

TITLE: Manager, Kimberley Schools Project
LEVEL: School Administrator – At Substantive Level
POSITION NUMBER: 00038659

This position and the positions of:

Title	Classification	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Program Coordinator	School Administrator Level 3	Generic	18 October 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 Kimberley Schools Project (the Project) is a collaborative partnership between the Department of Education, Catholic Education Western Australia, the Association of Independent Schools Western Australia, the Department of Regional Development and the Regional Services Reform Unit. It provides \$25 million of Royalties for Regions funding to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project is for a three-year duration and has four key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Better early years learning and care** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance in a particular community.
- **Increased student and community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers, as well as learning and assessment resources that are both evidence-based and tailored to the needs of Kimberley children.

The Project will be driven and coordinated by a Kimberley-based Project Team, led by the Manager, Kimberley Schools Project.

This role is based in either Broome or Kununurra.

TITLE Program Coordinator	CLASSIFICATION School Administrator Level 3	POSITION NO. Generic	EFFECTIVE DATE 18 October 2018
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ROLE

The Program Coordinator:

- provides 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
- uses effective change strategies and leads schools and communities to accept and develop opportunities for improving educational outcomes in literacy and numeracy
- provides expert advice and support to schools in developing and implementing targeted programs, plans, strategies and approaches for improving student achievement
- provides a role model for self development to improve professional performance and provides professional leadership to school staff to improve student learning outcomes
- develops and delivers professional learning for teacher development to build capacity of staff to support school plans and strategies for enhancing learning outcomes for students
- collects, analyses and interprets quality data and contextual information to identify schools where system and school-level achievement indicate that students are not achieving appropriate standards and provides reports on recommended support required to the Manager, Kimberley Schools Project
- manages key portfolios of the Project's four key components, including allocating resources and support to schools
- contributes to the monitoring and evaluation of the effectiveness of the targeted programs, plans, strategies and approaches and develops appropriate strategies to support improvement
- liaises extensively with school staff, specialist staff, other government agencies and community providers
- may, at times, take on the role of Principal, Kimberley Schools Project.

OUTCOMES

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

1. Effective leadership in the educational programs and strategies is provided to school staff; and the Project's vision is promoted to school communities.
2. Schools are supported in the development, implementation and evaluation of targeted programs, plans and strategies.
3. High-level project management processes are applied to achieve desired outcomes within agreed timeframes.
4. Effective working relationships and networks are established and maintained to ensure a high level of service to schools.
5. Effective change management strategies are implemented that lead schools and communities to accept and develop opportunities for improving service and educational outcomes in literacy and numeracy.

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Program Coordinator	School Administrator Level 3	Generic	18 October 2018

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 teaching and learning practices and the ability to apply evidenced based practices to the Project's four key components.
2. Demonstrated highly developed verbal and interpersonal communication skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated extensive skills and experience in the development and implementation of programs, strategies and approaches across the Project's four key components at a school, region or system level.
4. Demonstrated well developed communication and presentation skills, including experience in data management and preparing reports.
5. Demonstrated ability to provide strategic leadership, deal effectively with change, and generate and apply innovative solutions across the Project's key components.

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;
- obtain or hold a current Working with Children Check; and
- undertake travel throughout the Kimberley region.

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 18 October 2018
TRIM REF # D18/0445812