



Program Coordinator - Operations

Byford Secondary College

Position number	00039511
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	Level 3
Reports to	Principal
Direct reports	Nil

Context

Byford Secondary College is an Independent Public School which opened for the commencement of the 2014 school year. The College is located in Byford, approximately 30 kilometres from the Perth CBD and currently caters for Year 7 to 12 students. Further context about Byford Secondary College 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.

Key responsibilities

The Program Coordinator – Operations:

- collaborates with the Principal and members of the administrative team to 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
- uses effective change strategies to lead the school community to accept and develop opportunities for improved service in the relevant area of responsibility
- leads timetable development utilising available resources to maximise educational opportunities and pathways for students and manages daily operations including duty rosters, exam rosters and school calendars
- facilitates and manages system and standardised assessments including National Assessment Program Literacy and Numeracy, Online Literacy and Numeracy Assessment and Program for International Student Assessment
- collaborates with the Heads of Learning Area and the Executive Team and liaises with external educational partners such as School Curriculum Standards Authority to

ensure that all requirements are met regarding the Western Australian Certificate of Education

- contributes to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems
- facilitates workforce effectiveness and provides a role model for self development to improve professional performance
- establishes and manages administrative and operational systems in the relevant area of responsibility within school and departmental policy and guidelines
- is responsible for college curriculum rigour and manages other programs determined by the Principal and school requirements
- manages human and physical resources and liaises with the Principal, Deputy Principals, Heads of Department and relevant specialist staff regarding requirements and deployment of physical and human resources
- may be required to undertake a teaching role.

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, (eg. 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:

- 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 13 May 2019
Reference D19/0199607