

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Group:</b> Public Schools	<b>Effective Date of Document</b> 06 December 2018
<b>Division:</b> Statewide Services	
<b>Directorate:</b> Early Childhood Education, Literacy and Numeracy	
<b>Branch:</b> Early Childhood Education	

**THIS POSITION**

**Title:** Program Consultant

**Classification:** Level 6

**Position No:** 00039272

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Director, Early Childhood Education, Literacy and Numeracy

**LEVEL:** DEANE

**POSITION NUMBER:** 00028431

**TITLE:** Manager Early Childhood Education

**LEVEL:** 8

**POSITION NUMBER:** 00012442

This position and the positions of:

<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Principal Policy Consultant Early Childhood	7	Various
Project Consultant Universal Access	7	00028243
Project Consultant KindiLink	7	00035980
Principal Project Consultant	7	00033018
State AEDC Coordinator	7	00028143
Senior Policy Consultant Early Childhood	6	Various
Project Officer Universal Access	4	00028634
Administrative Assistant	2	Various

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## 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 Early Childhood Education Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

## ROLE

The Program Consultant:

- plans, implements and evaluates designated elements of policies, procedures, programs, initiatives and strategies relating to early childhood development and learning and KindiLink
- provides advice and support to schools, regions, central services, other Branches within Statewide Services and the wider community on matters pertaining to KindiLink and early childhood development and learning
- liaises with external and internal stakeholders on the development, delivery and implementation of policies and initiatives
- develops effective partnerships and participates on committees and working parties relating to Branch matters

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- contributes to developing strategies and procedures that support high-quality, evidence-based early childhood teaching, learning and development in public schools
- assists in the development and delivery of early childhood education professional learning
- prepares ministerial correspondence, reports, submissions and policy briefings on KindiLink and broader early childhood education matters.

## **OUTCOMES**

1. Projects, policies, strategies and initiatives in early childhood education are implemented, monitored and reviewed in accordance with national and Departmental policies.
2. Support and advice is provided to school, regional and central office employees on implementation of KindiLink, including contemporary curriculum, pedagogical and assessment approaches.
3. Strategies and procedures supporting high-quality, evidence-based early childhood teaching, learning and development are prepared.
4. Collaboration and negotiation with stakeholders is maintained to promote and facilitate Department, State and Commonwealth policy, programs and initiatives in early childhood education.
5. Professional learning relating to early childhood education is developed and delivered.
6. Ministerial correspondence, reports, submissions and policy briefings on KindiLink and early childhood education matters are prepared in a timely manner.

## **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 well developed knowledge and understanding of current policies and initiatives associated with early childhood education, including contemporary curriculum, pedagogical and assessment.
2. Demonstrated cultural responsive practices that focus on improving outcomes for Aboriginal children and their families.
3. Highly developed written communication skills, including experience in the preparation of reports, briefings and general correspondence.
4. Demonstrated highly developed verbal and interpersonal skills, including the ability to liaise with senior officers and develop relationships with internal and external stakeholders to achieve required objectives.
5. Demonstrated knowledge, skills and practice in the development and presentation of professional learning for early childhood education matters.

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## **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 or extensive equivalent experience;
- 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 06 December 2018**  
**TRIM REF # D18/0551184**