

Education Officer, Teacher Development

Statewide Services

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced.
Classification	Education Officer Level 2.
Reports to	Principal Consultant, Professional Learning (Education Officer Level 3)
Direct reports	Nil.

Context

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.

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Key responsibilities

- Provides high-level support to graduate teachers in the areas of planning, pedagogy, assessment and challenges in their first years of teaching.
- Supports graduate teachers to identify areas of strength and growth, setting professional goals to improve student achievement.
- Facilitates reflection with graduate teachers on observed classroom practices.
- Delivers professional learning for teachers, including the Graduate Teacher Professional Learning modules and provides advice on modifications.
- Supports the transfer of key content from the Graduate Teacher Professional Learning Program to graduates' teaching practice.
- Assists graduate teachers in the progression to Full Registration, including documentation requirements.
- Gathers feedback, monitors, reviews and evaluates support for graduate teachers.
- Provides input into the development of the content of the In-Class Coaching program.

- Establishes and maintains effective communication networks with key stakeholders involved in the Graduate Teacher Professional Learning Program.

Selection criteria

1. Demonstrated current school experience with effective and innovative teaching and learning methods, and capacity to meet the learning needs of a diverse range of students.
2. Demonstrated high-level interpersonal skills, including the ability to work collaboratively in a team environment to deliver effective customer services across a range of internal and external sites and with a variety of stakeholders.
3. Demonstrated highly developed conceptual, analytical and research skills with the ability to identify and analyse modern trends and generate appropriate strategies to address them.
4. Demonstrated high-level written and verbal communication skills, including the ability to prepare quality-written documentation and presentations for workshops and courses.
5. Demonstrated highly developed organisational skills with the ability to prioritise tasks and effectively manage conflicting priorities.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 27 September 2019
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