



## Manager – Kimberley Schools Project

Kimberley Education Regional Office

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| <b>Position number</b> | 00038659   |
| <b>Agreement</b>       | <a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced. |
| <b>Classification</b>  | School Administrator – At Substantive Level  |
| <b>Reports to</b>      | Regional Executive Director (EXDRED)   |
| <b>Direct reports</b>  | Nil.   |

### Context

The Kimberley Education Region is one of eight regions in the Western Australian Department of Education approximately 2000 km north of Perth. The Kimberley Schools Project is embedded across twenty-three schools across all three education sectors including twenty government/public schools. The role is based in Broome at the Kimberley Education Regional Office.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Plan, implement and evaluate initiatives and strategies aligned to the four Project components with a particular focus on targeted teaching of literacy and numeracy.
- Lead the operations of the Kimberley Schools Project in accordance with the strategic directions of the Project, legislation and Departmental policies.
- Manage the financial and physical resources of the Kimberley School Project.
- Assist in the allocation of Kimberley Schools Project resources and support to schools.
- Provide expert advice on the development and implementation of region-wide and whole-school approaches to improving outcomes for students.
- Provide educational leadership to schools and regional networks in the development and implementation of strategies and professional support materials which are informed by school, system data evidence and result in improved student achievement.
- Engage in regional strategic planning with the Regional Executive Director, network principals, school principals and regional office staff.
- Evaluate the quality and effectiveness of regional programs and services, identify trends and develop appropriate strategies to support improvement.
- Collect, analyse and interpret quality data and contextual information as part of a highly responsive and targeted approach to improving student outcomes.
- Collaborate and liaise with project partners, including Regional Development, the Strategic Advisory Group, other government agencies, community providers and system/sector schools, on matters associated with the Project.

- Develop and facilitate a regional professional learning community of internal and external stakeholders focussing on the effective delivery of teaching and learning support programs to schools by negotiating transparent communication, cooperation and knowledge exchange
- Develop, broker and deliver targeted professional development and coaching to school leaders to facilitate improved professional practice and self-reflection.
- Establish and maintain effective working relationships and networks to ensure a high-level of service to schools.
- Provide explicit support to Project schools related to the four Project pillars.

### **Selection criteria**

1. Demonstrated extensive skills and experience in providing effective educational leadership resulting in improved student outcomes.
2. Demonstrated highly developed written, verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations.
3. Demonstrated highly developed knowledge and practice in strategic level project planning.
4. Demonstrated extensive skills and experience in facilitating and supporting high-level collaboration to support leadership growth and development.
5. Demonstrated highly developed conceptual, analytical and strategy formulation skills, including the ability to provide innovative solutions to school data trends.

### **Eligibility and training requirements**

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
- obtain or hold a current C class license
- obtain or hold an accredited 4WD qualification
- undertake extended overnight travel throughout the Region, including travel to remote school sites
- 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            3 October 2019  
Reference      D19/0457462