

**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 29 October 2018	
Division: Statewide Services		
Directorate: Early Childhood Education, Literacy and Numeracy		
Branch: Kimberley Schools Project		

THIS POSITION

Title: Principal, Kimberley Schools Project

Classification: School Administrator - At Substantive Level

Position No: 00037632

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Assistant Executive Director, Early Childhood and Aboriginal Education
LEVEL: AEXDIR
POSITION NUMBER: 00026893

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

This position and the positions of:

Title:	Classification	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Principal, Kimberley Schools Project	School Administrator - At Substantive Level	00037632	29 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 collaboration 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 will provide \$25 million of Royalties for Regions funding to accelerate and intensify existing strategies to address low education outcomes in the Kimberley, and so underpin broader economic and social development in the region.

The Project is of 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 is driven by a Kimberley-based Project Team, led by the Manager, Kimberley Schools Project.

The Principal, Kimberley Schools Project is based in Broome.

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Principal, Kimberley Schools Project	School Administrator - At Substantive Level	00037632	29 October 2018

ROLE

The Principal, Kimberley Schools Project:

- in collaboration with the Project team, provides educational leadership to Project Schools
- facilitates the development, implementation, monitoring and reviewing of initiatives and strategies aligned to the four Project components with a particular focus on targeted teaching of literacy and numeracy
- collates, analyses and interprets student achievement data and other evidence to identify areas for improvement and to inform the targeting of services and support to Project schools
- coaches and mentors school leadership teams, in particular schools identified as requiring additional support
- offers a consultancy service and provides expert advice on development and implementation of whole-school approaches to improving student achievement
- identifies, researches, develops, implements, monitors and reviews system-wide policy and programs
- in collaboration with the Manager, Kimberley Schools Project, allocates resources and support to schools to ensure desired project outcomes are achieved within agreed timeframes
- monitors the quality and effectiveness of programs and services, particularly by supporting schools to monitor student achievement, identifies trends and develops appropriate strategies to support improvement
- supports Project schools in developing and implementing individual school plans that address Project deliverables
- researches, develops, delivers and facilitates leadership professional learning.

OUTCOMES

1. Project school support needs are identified collaboratively and on the basis of student achievement data and intelligence gained at the regional and school levels.
2. Strategies are developed based on evidence and a change management process implemented to address the identified issues with a focus on targeted teaching of literacy and numeracy.
3. Principals are supported in developing and implementing individual school Project plans.
4. Project professional learning related to leadership is delivered.
5. Effective working relationships and networks are established and maintained to ensure a high level of service to schools.
6. High-level project management processes are applied to achieve desired project outcomes within the agreed timeframes.

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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 high-level knowledge and understanding of Literacy and Numeracy Curriculum and ability to manage curriculum projects in accordance with statutory requirements and policy frameworks in an education environment.
2. Demonstrated extensive experience in the initiation, development and implementation of successful curriculum programs, projects or strategies at the school, region or system level.
3. Demonstrated skills and experience in providing effective educational leadership in a diverse range of school educational settings, particularly in the areas of literacy and numeracy.
4. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high-level consultations and collaborations.
5. Demonstrated highly developed written communication and presentation skills, including the ability to develop and deliver consultations and negotiations.

ELIGIBILITY

Employees will be required to:

- hold a recognised teaching qualification 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;
- hold or obtain a current Working with Children Check; and
- undertake travel within 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 29 October 2018
TRIM REF # D18/0438852