

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

<p align="center">School Education Act 1999</p>	<p align="center">Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993: School Education Act Employees (Teachers & Administrators) General Agreement 2014 or as replaced</p>	
<p>Group:</p>	<p>Schools</p>	<p>Effective Date of Document</p>
<p>Region:</p>	<p>Pilbara Education Region</p>	<p>19 April 2018</p>
<p>Section:</p>	<p>Pilbara Education Regional Office</p>	

THIS POSITION

Title: Principal Consultant – Engagement Coaching

Classification: Education Officer Level 2

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Regional Executive Director
LEVEL: EXDRED
POSITION NUMBER: 00030364

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

This positions and positions of:

Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Principal Consultant – Engagement Coaching	Education Officer Level 2	Generic	19 April 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/web/our-organisation/home>.

Engagement Coaching is a strategy of the *In-school Engagement of Students* initiative that forms part of the *Pilbara Partnerships for Student Success (PPSS) Project*. The PPSS is supported by Royalties for Regions. A key objective of the project is to support the implementation of *Literacy and Response to Intervention* projects and to improve student engagement and achievement through supporting the introduction of evidence-based practices in the classroom.

Working with Teachers and other School Leaders, the role of the Principal Consultants - Engagement Coaching is to model and observe classroom practise, and to support reflection and professional conversations that develop evidence-based teaching practices.

It is expected that the Principal Consultants will be located in various schools throughout the Pilbara that align to one of the three Pilbara networks of schools: Karijini, Hedland and Karratha.

The Principal Consultants will support teachers face-to-face and via the latest available technologies. The capacity to work independently and undertake regional and remote travel is required.

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ROLE

The Principal Consultant – Engagement Coaching:

- assists teachers in implementing evidence-based strategies to improve student engagement and achievement
- provides high-level advice and support to teachers in the areas of planning, pedagogy and assessment
- assists teachers to set goals, identify areas for support and reflect on practice to determine strategies for improvement
- guides and participates in supporting activities such as modelling and observing classroom practice
- provides professional dialogue, reflection and feedback on practice
- supports the development and implementation of resources and programs
- develops written documentation for a variety of audiences and purposes
- facilitates delivery of workshops and provides advice on improvements
- establishes and maintains effective communication networks with key stakeholders
- encourages teachers to develop reflective practice in all areas of teaching

OUTCOMES

1. Advice and support in relation to proficient teaching are provided to teachers in a timely and effective manner.
2. Teachers are provided with effective teaching support and materials that will assist student engagement and improve teaching and learning strategies.
3. Facilitation and advice on establishing, developing and maintaining effective goal setting and processes is effectively undertaken.
4. Teachers are effectively supported by engagement in, and utilisation of, coaching methods and related professional learning.
5. Support for teachers is monitored and reviewed.
6. Effective communication networks are established and maintained with internal and external stakeholders.
7. Student and teacher performance in identified target areas is improved.

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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 experience in evidence-based instructional practices.
2. Demonstrated knowledge and highly developed skills in effective and innovative teaching and learning methods, and capacity to meet the learning needs of a diverse range of students, particularly Aboriginal learners.
3. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to work collaboratively in a team environment to deliver effective services across a range of internal and external sites and with a variety of stakeholders.
4. Demonstrated highly developed conceptual, analytical and research skills with the ability to identify and analyse modern trends and generate appropriate strategies to address them.
5. Demonstrated highly developed written communication and presentation skills, including the ability to prepare quality-written documentation and presentations for workshops and courses.
6. Demonstrated highly developed organisational skills with the ability to prioritise tasks to meet timelines.

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;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- obtain or hold a current Working with Children Check; and
- obtain or hold a current Driver's Licence.

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 19 April 2018
TRIM REF D18/0173672