



## Director, Public School Review

### Public School Accountability

<b>Position number</b>	Generic
<b>Agreement</b>	Award Free
<b>Classification</b>	DEANE
<b>Reports to</b>	Deputy Director General, Schools (Special Division Band 2)
<b>Direct reports</b>	Nil

#### Context

Public School Accountability is a key Departmental strategy to help strengthen public confidence in the quality of public school education in Western Australia. The Public School Accountability Directorate conducts school reviews in order to provide assurance that schools are operating effectively and delivering high-quality education to students. Reviews acknowledge achievements and provide detailed feedback enabling the principal and staff to develop improvement plans where there is a requirement.

Since 2018 the Department has adopted a uniform approach for reviewing all public schools in Western Australia including Independent Public Schools and is committed to undertaking these reviews on a cyclical basis.

Public school reviews are undertaken by a review team comprising a Director, Public School Review and a peer reviewer. Schools submit data via an electronic school assessment tool (ESAT) to support their judgements about school effectiveness in the domains of the School Improvement and Accountability Framework: relationships, learning environment, leadership, resources and teaching. Student achievement information is also included.

The review team conducts a school visit to validate or moderate information provided by the school through ESAT. A written report based on evidence from the ESAT and school visit is then prepared by the Director, Public School Review and provided to the school.

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

#### Key responsibilities

##### Leadership and Strategic Management

- Lead, manage and conduct reviews of school performance.
- Lead reviews seeking evidence about how, in the pursuit of successful students, schools create and sustain conditions for effective schooling.
- Select context-specific teams and lead them in all phases of each review or enquiry.



- Provide advice to the Director General and Deputy Director General, Schools on a range of educational provision matters, including exemplary practice, resourcing and support.
- Work collaboratively with members of Public School Accountability Directorate to moderate information reported in school reviews.
- Work collaboratively with other Department leadership teams to achieve Departmental objectives.

### **Accountability and Quality Assurance**

- Work with Regional Executive Directors to ensure legislative and accountability compliance activities are a key component of the Department's school quality assurance and accountability framework.
- Identify school-specific exemplary practice to achieve effective school operations and high-quality educational outcomes.
- Develop, implement and review the evaluative frameworks and processes used for public school review.
- Prepare the final reports for schools, as applicable.
- Maintain comprehensive knowledge and understanding of national and international trends and practices associated with measuring and reporting on school performance and effectiveness.

### **People Management**

- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge, expertise and input to any identified review or enquiry.
- Adhere to the principles of equity and equal employment opportunity at all times.

### **Policy Development and Implementation**

- Contribute to the development of Departmental policy and planning by providing advice and feedback on emerging trends and issues in relation to service delivery and support to schools.
- Direct development of policies and provision of support to schools on review processes.
- Actively lead and participate in developing and managing strategies to achieve school and Departmental objectives.
- Implement Government policies and priorities for education.

### **Resource Management**

- Plan and coordinate effective use of physical and financial resources.
- Provide advice to ensure allocation of resources is linked with identified needs of the education system.
- Work collaboratively to ensure the effective delivery of services and the allocation of resources within required parameters.

### **Community Relations**

- Provide accurate and timely information on performance of public schools and related issues to stakeholders.
- Provide professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Respond to requests for Ministerial and other Government requirements as appropriate.

## Selection criteria

### Shapes and manages strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

### Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

### Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

### Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

### Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching, have school leadership experience 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
- 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.

## DIRECTOR GENERAL

Signature

Date

  
23 OCT 2019