



Principal

School of Special Educational Needs: Disability

Position number	00032187
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 6
Reports to	Director, Student Support Services (DIRCEN)
Direct reports	Various

Context

The Statewide Services Division is responsible for delivering support services across the State within the portfolios of Behaviour, Engagement, Attendance, Wellbeing, Disability, Curriculum P-10 and Curriculum Senior Secondary, to improve educational outcomes for all students. This involves closely collaborating with regions to ensure there is a state-wide integration of support to schools through the provision of policy advice, allocation of resources, and the monitoring of programs and services to ensure high standards.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

Further context about the School of Special Educational Needs: Disability is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- ensures effective services are delivered to students, their families and schools through a coherent and coordinated approach, to improve student engagement and respond to the needs of students with disability
- provides advice and support on disability and special educational needs to senior management
- creates a professional learning community that focuses on the continuous improvement of services to improve student engagement

- provides educational leadership within the Statewide Services, promoting the vision and values of the service, in the context of improving outcomes for students with disability in WA Public schools
- provides strategic leadership, actively engaging staff in business planning, to improve services and support for students with a disability
- manages and leads a diverse workforce, including teachers and support staff, providing a broad range of coordinated support and services to students with disability
- oversees processes for making ethical, timely and where appropriate, consultative decisions
- operates as an effective instructional leader, motivating and building the capacity of staff to improve outcomes for students disability
- builds productive partnerships across Statewide Services, Government and non-Government agencies, providing services to students with disability and other needs
- deploys resources to maximise the educational performance of the school in accordance with Public Sector legislative requirements including the *Financial Management Act 2006*, *Public Sector Management Act 1994* and *Occupational Safety and Health Act 1984*
- complies with Government legislation, Departmental policies, procedures and guidelines industrial instruments in providing services and support
- complies with the Department's Audit processes, and practices appropriate risk management according to Government standards
- manages change effectively including applying conflict management skills
- adheres to state-wide reporting obligations as required by the Department
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

The following selection criteria are the five professional practices particular to the role of a Principal identified by the *Australian Professional Standard for Principals*.

In addressing the selection criteria, applicants are expected to illustrate their capacity in the three leadership requirements detailed in the *National Professional Standard for Principals*: “vision and values; knowledge and understanding; and personal qualities, social and interpersonal skills”.

1. Effective leadership in teaching and learning
2. Developing self and others
3. Leading improvement, innovation and change
4. Leading the management of the school
5. Engaging and working with the community

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
- 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 11 February 2019
Reference D19/0044644