



## Principal Advisor – Regional Leadership Support

Midwest Education Regional Office

<b>Position number</b>	00040225
<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 Midwest Education Regional Office provides services to schools across the Midwest managed by the Regional Executive Director and the Coordinator Regional Operations. Services are designed to support schools in the region by promoting system initiatives and providing support and quality assurance to enhance the outcomes of schooling in the region.

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

### Key responsibilities

- Provide educational leadership to schools and regional networks in the development and implementation of strategies which are informed by school, system data evidence and result in improved student achievement.
- Provide explicit support to school leaders to ensure whole-school planning targets improvement for identified student sub-groups.
- Facilitate the provision of informed performance feedback and identify relevant development and support options pertaining to leadership and school improvement.
- Collect, analyse and interpret quality data and contextual information as part of a highly responsive and targeted approach to improving individual, sub-group and year level student outcomes.
- Support school leaders to ensure explicit individual student planning results in positive and measureable impact where information indicates that students are not demonstrating expected or appropriate standards.
- Provide expert advice on the development and implementation of region-wide and whole-school approaches to improving outcomes for students.
- Engage in regional strategic planning with the Regional Executive Director, network principals, school principals and regional office staff.
- Develop and deliver targeted professional development and coaching to school leaders to facilitate improved professional practice and self-reflection.

- Develop and facilitate a regional professional learning community focussing on building a leadership culture.
- Assist in the allocation of resources and support to schools.
- Evaluate the quality and effectiveness of regional programs and services, identify trends and develop appropriate strategies to support improvement.
- Establish and maintain effective working relationships and networks to ensure a high-level of service to schools.

### **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 provide targeted feedback and support.
3. Demonstrated highly developed knowledge and practice in strategic level 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 student 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 TLIC2025 - Operate 4WD Vehicle and RIIVEH305E - Operate and Maintain a 4WD Vehicle qualifications
- 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            14 February 2020  
Reference    D20/0076297