



## Principal Consultant Disability Services and Support

<b>Position number</b>	00037288
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced
<b>Classification</b>	Education Officer Level 3
<b>Reports to</b>	Manager, Disability Services and Support (Level 8)
<b>Direct reports</b>	Education Officer x2 (Education Officer Level 2) Project Officer (Level 6) Administrative Assistant (Level 2)

### Context

The Statewide Services Directorate is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

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

Services and support delivered through the Disability Services and Support Branch provide strategic management and coordination of policy, resourcing, services and support for students with disability. The Branch is located within the Student Support Services Directorate, and part of Statewide Services. Goals of the Branch include:

- all students with disability have access to a program aligned with their learning needs
- all students with disability are able to participate in the full school experience
- all students with disability transition into meaningful post-school options
- demonstrable improvements in standards of achievement for students with disability
- parents/families and other stakeholders have high levels of satisfaction with education provided for students with disability.

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

## Key responsibilities

- Research, plan, implement and evaluate specialist programs for students with disability in public schools.
- Provide professional leadership and support to schools on school performance and achievement of students with disability.
- Provide high-level specialist advice on design and development of programs to support students with disability.
- Work strategically with schools to develop evidence collection and recording processes to improve the performance of students with disability.
- Work with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools.
- Facilitate opportunities for teachers to access practical support, information, professional learning and online resources to assist with implementing Department priorities.
- Engage in research and systemic analysis of school performance to identify areas for improvement and inform targeting of services and support.
- Assist school leadership teams in collecting, analysing and interpreting performance information to support evidence-based approaches to school improvement.
- Collaborate and liaise with other school sectors and organisations on matters pertaining to teaching and learning for students with disability, school performance and student achievement.
- Represent Statewide Services on internal and external committees and working groups in relation to student support services.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

## Selection criteria

1. Demonstrated substantial knowledge and understanding of current policies, processes and issues associated with students with special educational needs and experience in applying that understanding effectively.
2. Demonstrated highly developed leadership and change management skills, including the ability to coordinate and deliver strategic outcomes and influence change related to student support services.
3. Demonstrated high-level experience in developing, implementing, monitoring and reviewing system-wide training related to students with disability and to interpret and implement relevant legislative and Departmental reporting requirements.
4. Demonstrated highly developed research, conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake high-level consultations, collaborations and negotiations with stakeholders to achieve outcomes
6. Demonstrated highly developed written communication and presentation skills, including experience in preparing professional learning resources, complex reports and briefing notes.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teacher 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 28 May 2020  
Reference D20/0256083