



Program Coordinator – Mobility Strategy

Pilbara Education Region

Position number	00040495
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 4
Reports to	Principal
Direct reports	Nil

Context

The Pilbara Cross-sector Partnership initiative forms part of the Pilbara Partnerships for Student Success (PPSS) project. Through a \$4.65 million funding allocation from Royalties for Regions, all schools in the Pilbara receive support and assistance to deliver a suite of educational initiatives that address school attendance and student engagement. The project encompasses the provision of four initiatives: Pilbara Attendance Coordination; Pilbara Cross-sector Schools Partnership; In-school Engagement of Students; and Location Based Responses.

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

Key responsibilities

- Provide educational leadership to schools and communities in the Pilbara Education Region by developing, implementing and promoting the Project's vision, and encouraging staff and others to share ownership of the vision and goals.
- Collect, analyse and interpret quality data and contextual information as part of system-wide approach to reporting, accountability and planning for improvement.
- Utilise effective change management strategies and assist school communities to improve educational outcomes for Aboriginal students.
- Oversee the planning, implementing and evaluating of targeted learning, teaching and assessment programs and strategies that focus on enhancing learning outcomes for transient students.
- Evaluate the effectiveness of the Project, identify trends and develop appropriate strategies to support improvement.
- Consult, collaborate and liaise with internal and external stakeholders, including the Pilbara Development Commission, the Project Steering Group, other government

agencies, community providers and system/sector schools, on matters pertaining to the Project.

- Represent the Department on working parties related to the Project.
- Prepare reports, briefing notes and other correspondence on matters related to the Project.
- Is accountable for the effective operation of the Project, including managing human, financial and physical resources.

Selection criteria

1. Demonstrated extensive skills and experience in providing effective educational leadership that has led to improved education outcomes for Aboriginal students in a diverse range of school educational settings.
2. Demonstrated highly developed verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations and establish and maintain working relations to achieve Project objectives.
3. Demonstrated highly developed written communication and presentation skills including extensive experience in the preparation of complex reports and briefing notes.
4. Demonstrated extensive skills and experience in the development and implementation of programs, projects or strategies at a school, region or system level.
5. Demonstrated highly developed conceptual, analytical and strategy formulation skills, including the ability to provide innovative solutions to strategic and complex problems.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification 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 12 June 2020
Reference D20/0203495