



Director, Public School Review

Public School Accountability

Position number	Generic
Agreement	Award Free
Classification	DEANE
Reports to	Executive Director, Strategy and Policy (EXDRED)
Direct reports	Nil

Context

The Department of Education's strategic plan, outlines the commitment for every child to enjoy a high quality of education. This is an education underpinned by excellence in teaching, quality leadership and pathways from kindergarten to year 12 that meet the needs of the learner in preparing them to take the next step into the world of work or further education.

The Public School Review process is key to ensuring we maintain focus, and report on, education provision in our state. Reviews inform families and caregivers about the quality of education provision in their communities, they provide assurances to the Minister and Director General that schools are performing as expected, and they provide an opportunity for schools to receive clear, targeted information to inform their improvement planning.

Our model is built on a foundation of school self-assessment, an essential requirement in schooling improvement, and one that highlights the autonomy and accountability for the outcomes in schools that Western Australian Principals lead.

To be appointed as a Reviewer you must be able to use your expertise to consider and make judgements on a school's self-assessment. You must be able to work as part of a team, dedicated to equitable and excellent outcomes for all students and be able to make consistent, and moderated judgements against a set of standards. You will also be required to report on your findings and determine the next review based on the criticality of issues raised, the urgency by which these should be addressed and the nature of support required by the school.

Our reviewers must be able to communicate effectively with school leaders, their staff and communities. Schools have the right to informed, forthright and constructive feedback. This supports transparency and provides targeted information to support improvement planning. You must possess the interpersonal attributes necessary to engage with schools in this way.

Visit 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 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 Executive Director on a range of educational provision matters, including exemplary practice, resourcing and support.
- Work collaboratively with members of Public School Accountability Directorate to moderate judgements and information included in school reports.
- 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 a report for the school.
- Maintain comprehensive knowledge of national and international trends and practices associated with measuring and reporting on school performance and effectiveness.

People Management

- Maintain effective communication links and working relationships to ensure access to diverse specialist knowledge, expertise and input to any identified review or enquiry.
- Develop relationships with school leaders that builds ownership of the review findings.
- Adhere to the principles of equity and equal employment opportunity at all times.

Policy Development and Implementation

- Contribute to the development of Department policy and planning by providing advice and feedback on emerging trends and issues in relation to service delivery and support to schools.
- Engage in action research to inform system-wide policy.
- 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
- Displays a drive to excel
- 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
- Displays openness and capacity for learning

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
- Displays trustworthiness

Communicates and influences effectively

- Communicates clearly
- Displays interpersonal acumen
- 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 *M. Ledges*

Date 30 June 2020