

Principal Advisor Student Wellbeing

Position number	00041101
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator – At Substantive Level
Reports to	Manager, Student Wellbeing (Level 8)
Direct reports	Nil

Context

The Statewide Services Division is responsible for the system portfolios that deliver support services to students and schools across the State. This includes ensuring the state-wide integration of services to improve education outcomes, providing policy advice, allocating resources, and monitoring 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.

The services and support delivered through the Student Support Services Directorate are integrated with the Teaching and Learning Services Directorate, and all other functions of Statewide Services, to support the successful outcomes for all students. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to provide timely, responsive and effective support for each student; and thereby creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

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

Key responsibilities

- Provide strategic educational leadership to schools and regional networks in the development and implementation of strategies for improving student attendance and enhancing learning outcomes for students.
- Plan, implement and evaluate system-wide learning, teaching and assessment programs and policies that target improvements in student achievement and attendance.
- Undertake research on evidence based practices and professional learning to support schools and prepare reports, strategies and briefing notes.

- Collect, analyse and interpret quality data and contextual information as part of system-wide approach to reporting, accountability and planning for improvement.
- Support school leaders where information indicates that students are not demonstrating expected or appropriate standards.
- Provide expert advice on the development and implementation of system-wide and whole-school approaches to improving outcomes for students.
- Collaborate and liaise with the Statewide Services executive team, relevant Directors of Education, and school principals on school improvement matters.
- Develop and deliver systemic professional development related to leadership, and facilitate quality professional development for staff.
- Guide the development of resources and support to schools.
- Evaluate the quality and effectiveness of programs and services against desired project outcomes, 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 knowledge and understanding of current trends, initiatives and reforms in education.
2. Demonstrated highly developed verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations.
3. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports and presenting contentious information to a range of stakeholders.
4. Demonstrated extensive skills and experience in providing effective educational leadership in a diverse range of school educational settings.
5. Demonstrated extensive skills and experience in the development and implementation of professional learning programs, projects or strategies at a school, region or system level.
6. 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 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 13 January 2021
Reference D21/0017957