



Education Officer Teaching and Learning

Teacher Development

Position number	Generic
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 , or as replaced.
Classification	Education Officer Level 2
Reports to	Principal Consultant Teaching and Learning (Level EO 3)
Direct reports	Nil

Context

The Teacher Development Branch forms part of the Department's Statewide Services Division. This Division 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 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 Statewide Services Division 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 Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers that support the learning and achievement of every student. The services and support delivered through the Teaching and Learning Services Directorate are integrated with the Student Support Services Directorate, and all other functions of the 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 deliver high quality teaching and learning in every classroom; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

Please visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

- Assist with the planning, implementation and evaluation of specialist teaching and learning support in response to the needs of public schools and the Department's strategic direction.
- Support schools, education regions and network teams to deliver integrated and responsive state-wide teaching and learning services.
- Support schools to implement, monitor and evaluate teaching and learning improvement strategies.
- Assist school leadership teams in collecting, analysing and interpreting data and other contextual information.
- Provide opportunities for teachers to access practical support, professional learning and online resources related to teaching and learning.
- Work with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools, teachers and/or students.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to teaching and learning and the support needs of teachers.
- Collaborate and liaise and negotiate with Departmental staff and external providers to develop, implement and report on initiatives relating to teaching and learning.
- Undertake projects and tasks as directed by senior officers in the Teacher Development Branch.

Selection criteria

1. Demonstrated substantial knowledge and understanding of teaching and learning practices and requirements in relevant area/s of specialist expertise.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs in relevant area/s of specialist expertise.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

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 14 April 2021
Reference D21/0194291