

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>School Education Act 1999</b>	<b>Salaries/Agreement/Award</b> Teachers (Public Sector Primary and Secondary Education) Award 1993, The School Education Act Employees' (Teachers and Administrators) General Agreement 2014 or as replaced	
<b>Group:</b> Schools		<b>Effective Date of Document</b> 4 September 2017
<b>Region:</b> Education Regions		
<b>School:</b> Schools		

**THIS POSITION**

**Title:** Deputy Principal – Senior High School

**Classification:** Level 4

**Position No:** Generic

**REPORTING RELATIONSHIPS**

**For Non-Independent Public Schools (IPS)**

**TITLE:** Regional Executive Director  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**TITLE:** Principal  
**LEVEL:** Various  
**POSITION NUMBER:** Various

**For IPS**

**TITLE:** Director General  
**LEVEL:** Special Division Band 1  
**POSITION NUMBER:** 00011814

**TITLE:** Principal  
**LEVEL:** Various  
**POSITION NUMBER:** Various

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## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

## ROLE

The Deputy Principal role is generic; however, specific duties within the role may vary among schools. This is influenced by factors such as: teaching experience and skills of staff, geographical location, type of community served, curriculum structures within the school and local needs. Specific responsibilities associated with the role are negotiated with the Principal and administration team.

The Deputy Principal is at times expected to take on the Principal's role and needs to build partnerships and develop a climate of trust within the school community.

### **Leadership**

In collaboration with the Principal and other members of the administrative team, the Deputy Principal:

- provides educational leadership in the school and the community by helping develop and promote the school values, ethos and priorities, and encouraging staff, volunteers from the community and others to share ownership of the school's vision and goals
- uses effective change management strategies to assist the school community to accept and develop opportunities for improved service
- assists the Principal to facilitate workforce effectiveness in leading and motivating staff in planning directed at improving outcomes for students and the level of service delivered by the school

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- contributes to developing the School Plan through participative decision-making, including assisting in developing policy, and establishing and maintaining systems
- uses professional knowledge and understanding to promote teaching and learning within the school community, fostering development of a responsive and inclusive school-based curriculum
- provides strategic direction for staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate
- establishes and manages administrative and operational systems in the relevant area of responsibility to deliver effective school operations within legislative and industrial policy and guidelines
- plays a significant role in the daily management of staff and student wellbeing and may have responsibility for management, or shared management, of timetabling.

### ***Management***

The Deputy Principal is accountable to the Principal for effective operations of relevant areas of responsibility through:

- assisting the Principal to ensure compliance with relevant legislation, Departmental policies and procedures, and management of financial, physical and human resources
- ensuring staff are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning in accordance with the Public Sector Performance Management Standard and Departmental policy
- assisting the Principal to ensure appropriate information systems are in place to report on compliance and the use of proper accounting procedures
- using information systems to ensure accurate and timely reporting on school performance to inform school planning and decision-making and to ensure accountability for school performance
- monitoring and managing staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

### **OUTCOMES**

The overall purpose of the following outcomes is to support student learning.

1. Effective leadership in the context of the educational policies and programs of the Department of Education is provided to staff and students and the school vision is promoted to the school community.
2. The school plan and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with Department of Education staff, students and the community.
3. Accountability for student learning outcomes and learning programs is demonstrated through appropriate monitoring and reporting of outcomes.
4. Administrative and operational systems and resources, including financial and physical resources, are managed effectively and ethically.

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5. Effective and equitable human resource management practices that comply with the Public Sector Standards ensure that staff has access to appropriate professional development and performance management and change is managed strategically.
6. Accrued leave of staff is managed effectively.

### **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. High level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage staff, physical and financial resources.

### **ELIGIBILITY**

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; and
- obtain or hold a current Working with Children Check.

### **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Applicants currently employed by the Western Australian Department of Education may wish to demonstrate they have undertaken leadership programs conducted by the Institute for Professional Learning, including the Public School Leadership Program. Applicants from outside the Department may identify in their curriculum vitae any professional learning related to leadership.

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**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**ENDORSED**

**DATE 4 September 2017 TRIM REF # D17/0365466**