

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

<b>School Education Act 1999</b>	<b>Salaries/Agreement/Award</b> The School Education Act Employees' (Teachers and Administrators) General Agreement 2011 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 14 February 2013
<b>Directorate:</b> Education Regions	
<b>Branch:</b> School	
<b>Section:</b>	

**THIS POSITION**

**Title:** Deputy Principal – Secondary District High School

**Classification:** Level 3

**Position No:** Generic

**REPORTING RELATIONSHIPS**

**For non-IPS**

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

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

**For IPS**

**TITLE:** Director General  
**LEVEL:** Group 4 Max  
**POSITION NUMBER:** 00011814

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

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Deputy Principal – Secondary District High School	Level 3	Generic	14 February 2013

## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests; and
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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; and
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement; and
- an environment in which diversity and equity are valued.

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.

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## ROLE

The Deputy Principal role varies considerably between schools, particularly in self-determining schools, and is influenced by factors such as the teaching experience of staff, geographical location, the type of community served, curriculum structures within the school and local needs. The specific responsibilities associated with the role will be negotiated within the 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, Secondary District High School:

- provides educational leadership in the school and the community by helping develop and promote the school values, ethos and priorities, and encouraging school 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 school Principal to facilitate workforce effectiveness in leading and motivating school staff in planning that is directed at improving outcomes for students and the level of service delivered by the school;
- contributes to the development of 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 the 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 in order to ensure the effective operation of the school, within school, legislative and industrial policy and guidelines; and
- has a significant role in the daily management of staff and student wellbeing and may have responsibility for the management, or shared management, of the school timetable.

### **Management**

The Deputy Principal is accountable to the Principal for the effective operation of the relevant area of responsibility through:

- assisting the Principal to ensure compliance with relevant legislation, Departmental policies and procedures, and the 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;
- assisting the Principal to ensure appropriate information systems are in place to report on compliance and the use of ensure proper accounting procedures; and
- utilising these information systems to ensure accurate and timely reporting on school performance, which is used to inform planning and decision-making, and to ensure accountability for the performance of the school.

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## 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.
5. Effective and equitable human resource management practices that comply with the Public Sector Standards ensure that staff have access to appropriate professional development and performance management and change is managed strategically.

## SELECTION CRITERIA

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.

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## **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; and
- complete any training specific to this role required by Departmental policy.

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.

## **CERTIFICATION**

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

### **ENDORSED**

**DATE 14 February 2013**  
**TRIM REF # D13/0078926**