



## Director of Education

### Education Regional Office

<b>Position number</b>	Generic
<b>Agreement</b>	Award Free
<b>Classification</b>	EXDRED
<b>Reports to</b>	Deputy Director General, Schools (Special Division Band 2)
<b>Direct reports</b>	Various

#### 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. Directors of Education (Regions) are key system leaders in advancing this strategic agenda.

Working from one of eight Education Regional Offices, Directors of Education are responsible for developing and connecting leadership capability in and across schools to generate improvement in student attendance, progress, achievement and ultimately success for all students in the region.

Directors of Education will rely on expertise, interpersonal and leadership skills to support, influence and build leadership capacity within their region. They will facilitate school improvement working with and empowering principals to identify common achievement challenges and plan collaboratively to address these. Central to this role is maintaining a dedicated focus on equitable and excellent educational outcomes for all students within the region.

Directors of Education will have well developed individual attributes including high levels of personal integrity and a commitment to the Department's strategic agenda. These attributes also include the capacity to communicate effectively, coach, advise and provide contemporary solutions that support schools to achieve their improvement goals.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Leadership and Strategic Management

- Provide leadership in implementing the Strategic Plan with a focus on improving for student attendance, retention and achievement.
- Build individual and connected leadership capability to improve teaching and learning practice in every school.
- Lead and collaborate with senior management to broker and target services and resources to support principals achieve improvement in student attendance, retention and achievement.



- Monitor the implementation of the Aboriginal Cultural Standards Framework, focusing on ensuring all aboriginal students experience success in education.
- Provide timely professional advice for informed decision making.
- Establish processes to effectively manage and resolve community and staff complaints at the regional level.
- Oversee the provision of quality services, support and educational leadership for students with identified special needs.

### **Supporting school and system improvement**

- Support principals to actively identify issues or challenges in their schools, and connect them with resources to help address them – peers, collegiate principals, and relevant Departmental services.
- Lead strategies to maximise the effectiveness of school networks and clusters to achieve targets for improved levels of student attendance, retention and achievement at a network and/or regional level.
- Identify best practice and innovation in individual schools within the region that can be celebrated and potentially replicated or upscaled (including in other regions).

### **Accountability, Governance & Compliance**

- Ensure adherence to and compliance with all Departmental requirements and retain end of line responsibility for all administrative and school related matters within the region.
- Monitor regional performance in relation to attendance, retention and achievement and lead performance enhancement initiatives.
- Support schools to respond to the Public School Review outcomes as necessary and monitor achievement in areas for improvement.
- Lead collaborative planning with Statewide Services and the Leadership Institute to deliver targeted resources and services to schools identified as requiring the greatest level of support.
- Where delegated by the Director General, manage the performance and development of principals by developing, implementing and monitoring performance improvement plans.
- Oversee the appropriate management of physical, financial and human resources and audit functions.
- Comply with State legislation, Department and Government policies and procedures in implementing State and Australian Government reforms and initiatives.

### **People Management**

- Initiate, promote and lead cross agency partnerships that sponsor school level innovation and improved student outcomes.
- Establish effective and productive relationships with key internal and external stakeholders, including associations, unions, parent and community groups, business and industry groups, training providers and the media.
- Monitor and implement regional measures addressing employment diversity targets.
- Lead merit selection processes that are moderated across regions to recruit an effective principal for every school.
- Promote innovation and successful practice by facilitating professional learning for staff in the region focusing on increasing instructional leadership and building quality teaching practice.
- Manage regional office staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Provide strategic leadership supporting the health and wellbeing of principals.

### **Policy Development and Implementation**

- Implement Government policies and priorities for education.
- Support the development of Departmental policy and planning.

### **Operational risk management**

- Lead implementation of regional risk identification and manage regional processes, including exclusion and attendance panels, responses to critical incidents.



- Lead and activate Departmental incident management procedures and support principals to anticipate and address specific risks/challenges in schools and in the Region.
- Support principals who need additional assistance in dealing with specific issues.
- Report, as appropriate, to the Department on major issues of concern in the region.

#### **Resource Management**

- Review, plan and coordinate effective use of physical and financial resources to support achievement of regional targets and government priorities.
- Oversee the regional budget to align expenditure to school and student needs.

#### **Community Relations**

- Provide accurate and timely information on performance of schools and related issues to stakeholders.
- Respond to requests for Ministerial and other Government requirements as appropriate.
- Represent the Director General with regional commitments as required.

#### **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
- 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

##### **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

##### **Communicates and influences effectively**

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

#### **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.

**DIRECTOR GENERAL**

Signature *[Handwritten Signature]*  
Date 17 AUG 2020