



Associate Principal – Alternative Learning Settings

School of Special Educational Needs - Sensory

Position number	00041409
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

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.

Alternative learning settings have been established to provide an alternative environment from mainstream schooling for students who have been excluded or are at high risk of exclusion from public schools due to violent behaviour. The alternative learning settings will provide these students with schooling in environments designed to effect positive and lasting change in their behaviour.

At each setting, up to 10 students will be provided with an intensive, individualised program of support while they continue their education. There will be a strong focus on developing students' social skills and ability to self-regulate.

As part of the leadership responsibilities the Deputy Principal will line manage specially trained teachers and support staff who deliver both curriculum and specialised support programs. The learning and support programs have been informed by extensive research and best practice models, including consultation with key agencies and community organisations.

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

Key responsibilities

- Manage and supervise staff in specialist Alternative Learning Settings program teams.
- Provide assistance to the School Psychologist to support the achievement of service delivery goals and compliance with legislative, policy, procedural and practice standards.
- In collaboration with the Principal and other members of the management team, provide educational leadership for schools and the community by developing and promoting the school's vision, and encouraging staff and others to share ownership of the vision and goals.
- Utilise effective change strategies and assists the school community to accept and develop opportunities for improved services.
- Assist in facilitating workforce effectiveness through leading and motivating staff in planning for improved outcomes for students and services.
- Contribute to the development of strategic and operational plans through participative decision making, including assisting in the development of policy and establishing and maintaining referral, data and accountability systems.
- Use professional knowledge and understanding to promote extended services within the school community.
- Establish and manage administrative and operational systems to deliver effective school operations compliant within departmental policy and guidelines.
- Is accountable for the effective operation of the Alternative Learning Settings program and other responsibilities as negotiated with the school's management team.
- Is expected, at times, to take on the Principal's role, including building partnerships to promote the school's vision and priorities.
- Is a conduit between regions and the school to facilitate effective, efficient and timely services.
- In conjunction with relevant corporate services staff, maintains financial and physical resources in specialist areas.
- Contribute to the coordination of services across school teams.
- Ensure staff are provided with timely and appropriate feedback about their performance and presented opportunities for professional learning in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

Selection criteria

1. Demonstrated considerable knowledge of Enrolment, Student Behaviour and Curriculum policies and highly developed skills and experience in evidence-based pedagogy, Response to Intervention Model, unified and responsive service, change management, staff development and school improvement initiatives.
2. Demonstrated capacity to manage physical and financial resources and to contribute to the delivery of high quality services and initiatives in an educational environment.
3. Demonstrated highly developed organisational, conceptual and analytical skills with capacity to apply complex concepts in support of service improvement and policy and program development.
4. Demonstrated highly developed communication, networking, teamwork and interpersonal skills, including the ability to liaise effectively with a wide range of people within the education community and a variety of other contexts.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification 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 28 May 2021
Reference D21/0288412