

**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>	<b>Schools</b>	<b>Effective Date of Document</b> August 2017
<b>Region:</b>	<b>Education Regions</b>	
<b>School:</b>	<b>Schools</b>	

<b>THIS POSITION</b>			
<b>Title:</b>	<b>Head of Department / Head of Learning Area</b>		
<b>Classification:</b>	<b>School Administrator Level 3</b>		
<b>Position No:</b>	<b>Generic</b>		
<b>Positions under direct responsibility:</b>			
<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTE's Controlled:</b>
As delegated			

<b>REPORTING RELATIONSHIPS</b>	
<b><u>For non-Independent Public Schools</u></b>	
<b>TITLE:</b>	Regional Executive Director
<b>LEVEL:</b>	Various
<b>POSITION NUMBER:</b>	Various
<b>TITLE:</b>	Principal
<b>LEVEL:</b>	Various
<b>POSITION NUMBER:</b>	Various
<b><u>For Independent Public Schools</u></b>	
<b>TITLE:</b>	Director General
<b>LEVEL:</b>	Special Division Band 1
<b>POSITION NUMBER:</b>	00011814
<b>TITLE:</b>	Principal
<b>LEVEL:</b>	Various
<b>POSITION NUMBER:</b>	Various

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Head of Department/ Head of Learning Area	School Administrator Level 3	Generic	August 2017

## 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 Teachers 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.

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## ROLE

The Head of Department / Head of Learning Area:

- is accountable for the effective daily management of a designated area of responsibility, which is usually a specific subject or group of subjects, and retains a teaching role
- in collaboration with the Principal and members of the administrative team, provides educational leadership in the school and the community by developing and promoting the school vision and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals in respect of the relevant area of responsibility
- as a curriculum leader, provides professional leadership to specialist subject teachers or others in the school who teach within the area of responsibility and provides up-to-date information on relevant specialist curriculum issues
- facilitates teaching and learning outcomes through effective performance management, and modelling and promoting a culture of improvement
- using effective change management strategies, leads the school community to accept and develop opportunities for improved service in the relevant area
- contributes to the development of the school plan through participative decision-making, including assisting in developing school policy and establishing and maintaining systems
- establishes and manages administrative and operational systems in the relevant area of responsibility in order to ensure the effective operation of the department in accordance with legislative and industrial policy and guidelines
- liaises with students and parents of students studying in the area of responsibility, placing considerable focus on providing advice about course options and selections; and
- liaises with the Principal and Deputy Principals of the school, other Heads of Department and relevant specialist staff
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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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 are managed strategically.
6. Accrued leave of staff is managed effectively.
7. Performance management and development is delivered effectively.

## 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.

## ELIGIBILITY

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

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## 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. 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

TRIM REF # D1