

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

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993, The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced	
Group:	Public Schools	Effective Date of Document 27 June 2018
Division:	Statewide Services	
Directorate:	Teaching and Learning Services	
Branch:	Teacher Development	

THIS POSITION		
Title:	Head of Department, Regional Learning Specialist	
Classification:	School Administrator Level 3	
Position No:	00038874	
Positions under direct responsibility:		
Title:	Classification:	Position No:
As delegated		

REPORTING RELATIONSHIPS		
TITLE:	Director, Teaching and Learning Services	
LEVEL:	DEANE	
POSITION NUMBER:	00027963	
TITLE:	Manager, Teacher Development	
LEVEL:	Level 8	
POSITION NUMBER:	00031504	
This position and the positions of:		
Title:	Classification:	Position No:
Various		

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Head of Department, Regional Learning Specialist	School Administrator Level 3	00038874	27 June 2018

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>.

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.

The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers that support the learning and achievement of every student.

The services and support delivered through the Teaching and Learning Services Directorate are integrated with the Student Support Services Directorate, and all other functions of the Statewide Services, to support the successful outcomes for all students. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to deliver high quality teaching and learning in every classroom; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

The Regional Learning Specialist team will:

- provide School of Isolated and Distance Education (SIDE) students in regional secondary schools with access to expert classroom practitioners to complement their studies;
- support teachers in these schools with professional guidance and expert advice to enhance the learning programs of their SIDE students; and
- mentor, coach and support ATAR teachers in regional schools.

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ROLE

The Head of Department – Regional Learning Specialists (RSL):

- is accountable for the effective daily management of the RSL Team;
- in collaboration with the Manager, Teacher Development, provides educational leadership by developing and promoting the RSL team
- as a curriculum leader, provides professional leadership to specialist subject teachers 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 and leads the team to accept and develop opportunities for improved service in the relevant areas
- develops the RLS team operational plan in consultation with the Manager, Teacher Development, including developing processes and procedures, 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 team in accordance with legislative and industrial policy and guidelines
- liaises with teachers delivering ATAR courses and students studying in the areas of responsibility, placing a strong focus on enhancing achievement
- liaises closely with staff at the School of Isolated and Distance Education and regional schools participating in the RLS project
- 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 vision of the project is promoted to regional school communities.
2. The RLS team operational plan and associated processes and learning programs are developed, implemented, monitored and reviewed in collaboration with the Manager, Teacher Development, and staff at the School of Isolated and Distance Education.
3. Accountability for student learning outcomes is demonstrated through appropriate monitoring and reporting of project 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 RLS team members 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

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 regional ATAR students in the nominated learning areas.
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 Leadership Institute. 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 27 June 2018

TRIM REF # D18/0283467