



## Manager, School Performance

<b>Position number</b>	00017939
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, System and School Performance (Level 9)
<b>Direct reports</b>	Principal Consultant, Data Management and Analysis (Level 7) Principal Consultant, On-Entry Assessment (Level 7) Principal Consultant, School Performance (Level 7) Principal Consultant, Student Performance (Level 7) Principal Project Officer (Level 7) Principal Project Officer – Incident Notification (Level 7)

### Context

The System and School Performance Directorate has two branches – System Performance and School Performance. The Directorate's purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- manage the On-entry Assessment program, Reporting to Parents (RTP), the administration of Notices of Arrangement and the Online Incident Notification System (OINS).

The School Performance Branch provides services and has a major role in the following areas:

- developing and implementing a school improvement and accountability policy framework
- providing tools and advice to support school leaders and those responsible for reviewing school performance and supporting school improvement
- providing data, analysis and advice related to school accountability and school and student performance
- providing professional learning related to the analysis and interpretation of school and student level performance information
- developing, enhancing and maintaining key information systems and datasets related to school and student performance
- reporting on key student and school performance data sets

- managing the Online Incident Notification System (OINS) including quality assuring and reporting data
- managing the On-entry Assessment Program and Reporting to Parents RTP.

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

### **Key responsibilities**

- Lead and manage the School Performance team in the provision of systems, resources and consultancy services relating to school improvement and accountability.
- Provide strategic leadership in the design, implementation, review and evaluation of the School Improvement and Accountability Policy and Framework.
- Oversee the design and development of documentation, instruments, systems and materials which support the implementation of the School Improvement and Accountability Framework.
- Ensure that school performance information and results from the review and evaluation processes are incorporated effectively into management information systems and strategic planning and reporting, in order to improve educational decision-making at all levels.
- Provide high-level support and advice to Corporate Executive, Directors of Education and school reviewers to assist school review processes.
- Ensure strategies are in place to improve performance on all aspects of school accountability.
- Ensure that the branch's staffing and goods and services expenditure is managed within budget.
- Establish and maintain effective formal and informal networks with other programs within the Department and the wider community.
- Represent the Directorate and/or Department on committees, working parties and advisory groups.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Role Specific Selection criteria**

1. Demonstrated extensive knowledge and understanding of contemporary issues relating to accountability of the school system, school performance, and school self-assessment, planning, reporting and review.

### **Generic Selection criteria**

#### **Implements and manages strategy**

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

#### **Achieves results**

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same

- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

#### **Builds productive relationships**

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

#### **Exemplifies personal integrity and self-awareness**

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

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

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 18 August 2021  
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