



## Principal Consultant

### Principal Professional Review

<b>Position number</b>	00041894
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Director, Principal Professional Review
<b>Direct reports</b>	Nil

#### 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.

Principal Professional Reviews are a key element of the Department's school accountability mechanisms. The purpose of the review process is twofold: to assist principals to improve their leadership of their school; and to assure the Director General that every principal is meeting or exceeding expectations.

The reviews contribute to strengthening public confidence that every principal is operating effectively and facilitating high quality education to students. The review affirm the strengths of each principal and provide feedback to assist the principal with their leadership development planning.

Our model is built on the foundation that performance management is a right as well as an entitlement; that principals have the right to receive timely ongoing performance feedback on which their professional growth can be based. The Department recognises that all principals are on a journey of professional growth and supports the development of 'good' to 'great'; and 'great' to 'outstanding' principals.

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

#### Key responsibilities

- Provide strategic support and advice to the Directors, Principal Professional Review in relation to principal performance issues, initiatives and investigations.

- Contribute to the preparation of strategic documents, including policies, guidelines and standards, to influence overall strategic direction for promoting, developing and implementing the Principal Professional Review process.
- Liaise with principals and schools to align operational aspects with the agreed strategic directions.
- Monitor and provide advice on policies, procedures, budgets and critical operational issues relating to the Principal Professional Review Directorate.
- Prepare and quality assurance review letters, correspondence, speeches, reports, submissions and policy briefings.
- Undertake systemic investigations to ensure risks associated with Principal Professional Review are efficiently and effectively managed and provide appropriate recommendations.
- Consult and negotiate with internal and external stakeholders in a range of contexts to ensure policy, systems, processes, advice and support related to Principal Professional Review is effective.

### **Selection criteria**

1. Demonstrated ability to provide leadership, develop options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.
2. Demonstrated highly developed oral communication and interpersonal skills, including the ability to undertake high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing policies, standards, briefings, reports and speeches.
4. Demonstrated highly developed conceptual, analytical, research and investigation skills and the ability to make decisions and provide innovative solutions to complex problems and issues.
5. Demonstrated substantial understanding and sensitivity to the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.

### **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            22 October 2021  
Reference    D21/0603121