



Principal Education Officer Professional Capability

Position number	00036200
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced
Classification	Education Officer Level 3
Reports to	Manager, Quality Teaching (Level 8)
Direct reports	Education Officers, Professional Capability x12 (Education Officer Level 2)

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Professional Capability drives the ongoing development of our workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

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

Key responsibilities

- Research, plan, implement and evaluate specialist teaching and learning services and support in response to the needs of public schools.
- Lead and support the implementation of strategic priorities to strengthen regions and schools in relation to performance, student achievement and educational outcomes.
- Provide high-level specialist advice on the design and development of system strategies aimed at supporting whole-school approaches to improve the quality of teaching and learning.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Enable and inform development and delivery of system-wide initiatives, resources and professional learning to strengthen the capability of the profession.

- Facilitate opportunities for teachers to access practical support, information, professional learning and resources to assist with the implementation of Department priorities.
- Engage in research and systemic analysis of school performance to identify areas for improvement and to inform the planning and delivery of services and support.
- Assist school leadership teams in collecting, analysing and interpreting performance information to support evidence-based approaches to school improvement.
- Consult and negotiate with internal and external stakeholders in a range of contexts related to Statewide Services.
- Provide subject matter expertise as required to inform and contribute to system responses.
- Work with other areas in Statewide Services on the preparation of reports, briefing papers and other documentation for senior management related to teaching and learning in public schools.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to teaching and learning and school improvement.
2. Demonstrated highly developed skills and extensive experience in developing and implementing successful teaching and learning initiatives, programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change related to teaching and learning.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed oral and interpersonal skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
6. Demonstrated highly developed written communication skills, including experience in preparing reports, briefings and professional learning resources.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching 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 14 March 2022
Reference D22/0201048