



Consultant, Schools Review

Public School Accountability

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

Public School Accountability is an additional Departmental strategy to strengthen public confidence in the quality of public school education in Western Australia. The Public School Accountability Directorate has a specific role to conduct reviews to provide assurance that a school is operating effectively and delivering high-quality education to its students. The review will acknowledge achievements of the school and provide feedback to support the principal and staff with their improvement planning.

Reviews and performance studies of schools that display exemplary performance are also conducted and assist the Department to learn about and spread excellent practice more widely throughout the public school system. Reviews of schools are also performed at the discretion of the Minister or Director General.

Public school reviews are undertaken by a review team consisting of a Director, Public School Review and a peer reviewer. Schools submit an electronic school assessment tool (ESAT) containing evidence to support their judgements about school effectiveness in the domains of the School Improvement and Accountability Framework: relationships, learning environment, leadership, resources and teaching. Data and information regarding student achievement are also included.

The review team conducts a school visit to validate or moderate information provided by the school in their ESAT. A report is written by the Director, Public School Review and provided to the school based on summary information from the ESAT and school visit.

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

Key responsibilities

- Effective professional and strategic management support is provided to the team.
- Research, assessment and monitoring of initiatives and investigations is undertaken which have operational significance and policy implications for the Directorate.

- Policy and operational management advice is provided to the Principal Consultant and Directors.
- Research, preparation and review of briefing papers, correspondence, support documents, project budgets and confidential reports is undertaken in an accurate and timely manner and on behalf of the Directors.
- Editorial oversight of the final report for each school review process is undertaken as required.
- Assistance and advice on policies, procedures, budgets and critical operational issues relating to the development and management of school reviews is provided.
- Contribute to developing school review documentation, including requesting, collating and evaluating review information in a timely manner for Directors.
- Databases, spreadsheets and systems that support activities of the Directorate are developed, maintained and manipulated.
- Manage logistics of workflow requirements and scheduling of school reviews.
- Directorate planning, decision making and reporting is supported by monitoring and analysing emerging operational trends and issues pertaining to school reviews.
- Quality input into developing, implementing, reviewing and updating Directorate operational plans, processes and procedures to achieve business outcomes is provided.
- Effective and collaborative working relationships and networks are established and maintained with internal and external stakeholders.

Selection criteria

1. Demonstrated operational planning skills including the ability to coordinate, monitor, report and contribute to strategic outcomes.
2. Demonstrated well developed data management skills, including data analysis and reporting, and the ability to interpret data, analyse trends and make recommendations.
3. Demonstrated well developed written communication and editorial skills with considerable experience in the preparation of reports, briefings and correspondence.
4. Demonstrated well developed verbal communication and interpersonal skills, including the ability to effectively consult, collaborate and negotiate within a team environment and with stakeholders at a senior level.
5. Demonstrated considerable knowledge and understanding of trends, initiatives and developments that impact on school performance.

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 2 August 2019
Reference D19/0347410