

**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 2014 or as replaced	
Group:	Schools	Effective Date of Document 29 August 2017
Region:	Education Regions	
School:	Schools	

THIS POSITION

Title: Deputy Principal – Secondary District High

Classification: Level 3

Position No: Generic

REPORTING RELATIONSHIPS

For Non-Independent Public Schools (IPS)

TITLE: Regional Executive Director
LEVEL: Various
POSITION NUMBER: Various

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

For Independent Public Schools

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: Various
POSITION NUMBER: Various

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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>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Deputy Principal role varies considerably between schools, particularly in self-determining schools and is influenced by factors such as the teaching experience of staff, geographical location, the type of community served, curriculum structures within the school and local needs. The specific responsibilities associated with the role will be negotiated within the administration team.

The Deputy Principal is at times expected to take on the Principal's role and needs to build partnerships and develop a climate of trust within the school community.

Leadership

In collaboration with the Principal and other members of the administrative team, the Deputy Principal:

- provides educational leadership in the school and the community by helping develop and promote the school values, ethos and priorities, and encouraging staff, volunteers from the community and others to share ownership of the school's vision and goals
- uses effective change management strategies to assist the school community to accept and develop opportunities for improved service
- assists the Principal to facilitate workforce effectiveness in leading and motivating staff in planning directed at improving outcomes for students and the level of service delivered by the school
- contributes to developing the School Plan through participative decision-making, including assisting in developing policy, and establishing and maintaining systems
- uses professional knowledge and understanding to promote teaching and learning within the school community, fostering development of a responsive and inclusive school-based curriculum
- provides strategic direction for staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate
- establishes and manages administrative and operational systems in the relevant area of responsibility to deliver effective school operations within legislative and industrial policy and guidelines
- has a significant role in the daily management of staff and student wellbeing and may have responsibility for management, or shared management, of timetabling.

Management

The Deputy Principal is accountable to the Principal for the effective operation of the relevant areas of responsibility through:

- assisting the Principal to ensure compliance with relevant legislation, Departmental policies and procedures, and management of financial, physical and human resources
- ensuring staff are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning in accordance with the Public Sector Performance Management Standard and Departmental policy
- assisting the Principal to ensure appropriate information systems are in place to report on compliance and the use of proper accounting procedures
- using information systems to ensure accurate and timely reporting on school performance to inform school planning and decision-making and to ensure accountability for school performance

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- monitoring and managing staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

OUTCOMES

The overall purpose of the following outcomes is to support student learning.

- Effective leadership, in the context of the educational policies and programs of the Department, is provided to staff and students and the school vision is promoted to the school community.
- The School Plan and associated policies and learning programs are developed, implemented, monitored and reviewed in collaboration with staff, students and the community.
- Accountability for student learning outcomes and learning programs is demonstrated through appropriate monitoring and reporting of outcomes.
- Administrative and operational systems and resources, including financial and physical resources, are managed effectively and ethically.
- Effective and equitable human resource management practices that comply with the Public Sector Standards ensure that staff have access to appropriate professional development and performance management and change is managed strategically.
- Accrued leave of staff is managed 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 all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage staff, physical and financial resources.

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ELIGIBILITY

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; and
- obtain or hold a current Working with Children Check.

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 Institute for Professional Learning, including the Principal Eligibility Modules. 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 29 August 2017

TRIM REF # D17/0361334