Coordinator – South Metropolitan PEAC Program

South Metropolitan Education Regional Office

Position number	00043913
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2021 or as replaced
Classification	School Administrator Level 3
Reports to	Assistant Director of Education (RAEXDR)
Direct reports	PEAC Team Leader Program Support Officer - PEAC

Context

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

Key responsibilities

- Provide educational leadership to the PEAC team, including all teaching and support staff, in collaboration with the Assistant Director of Education or delegate.
- Lead the teaching and learning program for the region's gifted and talented Year 5 and 6 students, in alignment with the general capabilities in the Western Australian Curriculum.
- Coordinate the region's annual PEAC identification assessment program for Year 4 students.
- In collaboration with the Assistant Director of Education, lead related gifted and talented activities in the region, for example, the Early Years Education program; professional learning for teachers, and; parent liaison for gifted and talented students.
- Lead the development and implementation of a strategic plan that contains targets related to student achievement, along with the priorities and strategies to achieve them.
- Provide direct advice to the Assistant Director of Education and the SMERO PEAC Advisory Council.
- Manage and deploy human and physical resources to meet the educational needs of PEAC students.
- Use the strategic plan and effective change strategies to develop opportunities for improved services and practices related to the PEAC program

- Establish and manage administrative and operational systems and functions to ensure the effective operations of the team, including allocating resources in accordance with business plans, timetabling and reporting.
- Manage staff recruitment, induction and workforce planning in accordance with the Public Sector Standard and Departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance and development in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Undertake a teaching role, if required.

Selection criteria

1. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. Demonstrated 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. Gifted and Talented, Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. Demonstrated capacity to manage physical and financial 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 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountability and Ethical Decision-Making within 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date   28 August 2023
Reference   D23/1502005