

Education Officer

Service Delivery

Position number	00031598
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced.
Classification	Education Officer Level 2
Reports to	Manager, Primary, Early Childhood and Education Support (Level 8)
Direct reports	Nil

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.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

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

Key responsibilities

- Assist with the planning, implementation and evaluation of specialist teaching and learning support in response to the needs of public schools and the Department's strategic direction.
- Support schools and education regions through the development and implementation of whole-school approaches to improve quality teaching and student achievement.
- Ensure that services and resources align with and support system priorities and the contextual needs of students, schools and their communities.
- Assist school leadership teams in collecting, analysing and interpreting data and other contextual information.
- Provide opportunities for teachers to access practical support, professional learning and online resources related to teaching and learning.

- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to teaching and learning and the support needs of teachers.
- Consult and negotiate with internal and external stakeholders in a range of contexts related to Statewide Services.
- Provide subject matter expertise and contribute to system responses, briefings and ministerials.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge and understanding of teaching and learning practices and requirements in relevant area/s of specialist expertise.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs in relevant area/s of specialist expertise.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

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 18 March 2022
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