

Education Officer - Professional Standards Assessment

Teacher Registration

Position number	00033790
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	Education Officer Level 2
Reports to	Manager, Policy and Quality Assurance (Level 8)
Direct reports	Nil.

Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programmes are accredited in accordance with relevant legislation and in the best interests of children.

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Key responsibilities

- Undertake analysis and assessment of evidence, presented by an applicant who is unable to have their professional practice assessed at an educational venue, against the *Professional Standards for Teachers in Western Australia* (Professional Standards) at the Proficient career stage for teacher registration with TRBWA.
- Liaise with the Directorate to facilitate meetings with the applicant or the provision of further evidence from the applicant or applicant's referees regarding the assessment, as required.
- Provide advice and recommendations in respect of the development and implementation of information and documentation relating to the assessment of Professional Standard direct evidence submissions.
- Ensure high quality, well written assessment reports are prepared which are based on a consistent interpretation of the Professional Standards at the Proficient career stage.

- Provide the Board with an evidence based recommendation as to whether the applicant has demonstrated that the Professional Standards at the Proficient career stage have been satisfactorily met in the applicant's teaching context.
- Maintain awareness of developments in teacher standards, the assessment of teacher effectiveness and quality teaching and provides high level judgements and advice in the Professional Standards.
- Participate in ongoing professional learning opportunities.
- Work collaboratively and effectively with other assessors and Directorate staff.

Selection criteria

1. Demonstrated extensive teaching and/or educational leadership/management or mentoring experience in school settings and/or early years education and care services.
2. Demonstrated high level skills and experience in interpreting and assessing against the requirements for the Professional Standards for Teachers in Western Australia to make a judgement as to whether a teacher's practice meets the Proficient career stage.
3. Demonstrated extensive knowledge and understanding of current pedagogy, classroom practice and what constitutes quality teaching and extensive experience observing teachers' practice and providing professional advice and constructive feedback.
4. Demonstrated high level written communication and presentation skills, including experience in preparing reports.
5. Demonstrated highly developed interpersonal, and verbal communication skills, with the ability to undertake high level collaborations and negotiations and establish effective working relationships at all levels.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered as a teacher in the category of Full Registration (or equivalent) or has done so in the past five years
- 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 27 October 2021
Reference D21/0610353