



Program Coordinator – Innovations and Industry

Pilbara Education Region

Position number	00041159
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

The Pilbara Education Region is one of eight regions in the Western Australian Department of Education and comprises 29 public schools. The Pilbara is a vast area in the North West covering more than 500,000 square kilometres. The Pilbara Education Regional Office, is located in the City of Karratha.

The office is staffed with a Director of Education, Coordinator Regional Operations, Coordinator Regional Services and other officers who provide support to schools to deliver quality educational opportunities and outcomes for students in the diverse school and community settings across the Pilbara.

The Pilbara Education Regional Office works collaboratively with officers in Central Office and Statewide Services to support schools with policy advice; development and allocation of resources; management of projects and contracts for service; developing quality assurance processes for programs aimed at improving educational outcomes for students and achieving objectives outlined in the Department's Strategic Directions for public schools 2020-2024: *Every student, every classroom, every day.*

The BHP Pilbara Education Partnership (the Partnership) is the largest corporate and Government partnership undertaken in regional Western Australia. The partnership between the Department of Education and BHP has been in place since 2005. The purpose of the Partnership is to enhance education services and improve education outcomes through a collective impact approach in Newman, Port Hedland, Onslow and surrounding areas within the Shire of East Pilbara and town of Port Hedland.

The Pathways aspect of the Partnership focuses on a strengthened community-based approach to ensuring all students are prepared for life beyond school by building skills and capabilities for employment, further training or further study.

The Pathways Strategy (the Strategy) is one of the Partnership's outcomes. Key objectives of the Strategy are:

1. **Year 7 to 12 Aspiration, Engagement and Participation.** Establish a clear pathway of individual student aspiration through all years of compulsory secondary schooling (Year 7 to 12) through a case management, culturally responsive, wrap-around support model to assist each student achieve to their potential.
2. **Innovative School Based Training Opportunities.** Deliver a coordinated network approach to high quality and relevant school-based traineeships or apprenticeships that provide students with same employment and training conditions and responsibilities that provide a pathway to more advanced training or employment.
3. **Businesses and Industry Collaboration.** A cohesive approach to planning and delivery of pathways between stakeholders that includes schools leading the approach to pathways and engaging business and industry stakeholders in providing career development, work experience, Vocational Education and Training (VET) and School Based Training options.
4. **Australian Tertiary Admission Rank (ATAR) Achievement Support.** Support increased students' access to ATAR courses and achieve to their potential.

The role will be based in Newman and will cover Newman and surrounding areas within the Shire of East Pilbara and Town of Port Hedland

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

Key responsibilities

- Provide educational leadership to schools and communities by implementing and promoting the Strategy, and encouraging school staff, volunteers from the community and others to share ownership of the Strategy's vision and goals.
- Use effective change strategies and lead schools and communities to accept and develop opportunities for improving individual pathways opportunities for students.
- Provide expert advice and support to schools in developing and implementing targeted programs, plans, strategies and approaches for improving student achievement.
- Provide a role model for self-development to improve professional performance and provide professional leadership to school staff to improve student learning outcomes, with a specific focus on pathways planning.
- Develop and deliver professional learning for teacher development to build capacity of staff to support school plans and strategies for enhancing learning outcomes for students, with a specific focus on pathways planning.
- Collect, analyse and interpret quality data and contextual information to identify schools where system and school-level achievement indicate that students are not achieving appropriate standards and provide reports on recommended support required to the Principal and Project Coordinator.
- Manage key portfolios of the Strategy:
 - development and implementation of career education and work exploration program
 - program development and coordinating training delivery in partnership with SIDE, North Regional TAFE and other Registered Training Organisation (RTO) providers
 - development of case management approaches to ensure all students have an individual pathway plan and learn profile that captures the broad range of evidenced

- capabilities necessary for employment and active citizenship acquired throughout schooling
- Development and implementation of transition activities at key transition points to further education, training or work.
- Contribute to the monitoring and evaluation of the effectiveness of the targeted programs, plans, strategies and approaches and develop appropriate strategies to support improvement.
- Liaise extensively with school staff, specialist staff, industry representatives, training providers, other government agencies and community providers.

Selection criteria

1. Demonstrated extensive knowledge and understanding of teaching and learning practices and the ability to apply evidenced based practices to the Strategy's objectives.
2. Demonstrated highly developed verbal and interpersonal communication skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. Demonstrated extensive skills and experience in the development and implementation of programs, strategies and approaches across the Strategy's objectives at a school, region or system level.
4. Demonstrated well developed communication and presentation skills, including experience in data management and preparing reports.
5. Demonstrated ability to provide strategic leadership, deal effectively with change, and generate and apply innovative solutions across the Strategy's objectives.

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
- undertake travel throughout the Pilbara region
- hold or obtain a valid Western Australian Drivers Licence
- 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 1 February 2021
Reference D21/0051497