



Head of School Canning College

Position number	00004835
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	Level 4
Reports to	Principal (Level 6)
Direct reports	Various

Context

Information about Canning College is available on [Schools Online](#).

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

Key responsibilities

Leadership

- Provide educational leadership in the college and the community by helping develop and promote the college values, ethos and priorities, and encouraging college staff, volunteers from the community and others to share ownership of the college's vision and goals.
- Use effective change management strategies to assist the college community to accept and develop opportunities for improved service.
- Assist the principal to facilitate workforce effectiveness in leading and motivating college staff in planning that is directed at improving outcomes for students and the level of service delivered by the college.
- Contribute to the development of the college plan through participative decision-making, including assisting in developing policy, and establishing and maintaining systems.
- Use professional knowledge and understanding to promote teaching and learning within the college community, fostering the development of a responsive and inclusive college-based curriculum.
- Provide strategic direction for staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate.
- Establish and manage administrative and operational systems in the relevant area of responsibility in order to ensure the effective operations within college, legislative and industrial policy and guidelines.

- Has a significant role in the daily management of staff and student wellbeing and may have responsibility for the management, or shared management, of the college timetable.

Management

- Assist the principal to ensure compliance with relevant legislation, Departmental policies and procedures, and the management of financial, physical and human resources.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Assist the principal to ensure appropriate information systems are in place to report on compliance and the use of proper accounting procedures.
- Utilise these information systems to ensure accurate and timely reporting on college performance used to inform planning and decision-making, and to ensure accountability for the college's performance.
- 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.

Selection criteria

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.

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
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Applicants currently employed by the Western Australian Department of Education may wish to demonstrate they have undertaken leadership programs conducted by the Leadership Institute, including the Public School Leadership Program. 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 responsibilities and other requirements of the position.

ENDORSED

Date 16 November 2023
Reference D23/1749271