



Director, Public School Review

Public School Accountability

Position number	Generic
Agreement	Award Free
Classification	DEANE
Reports to	Executive Director, Strategy and Policy (EXDRED)
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 their next step into the workforce or further education.

The Public School Review process is key to ensuring we maintain focus, and report on, education provision in our state. Reviews inform families and caregivers about the quality of education provision in their communities, they provide assurances to the Minister and Director General that schools are performing as expected, and they provide an opportunity for schools to receive clear, targeted information to inform their improvement planning.

Our model is built on a foundation of school self-assessment, an essential requirement in schooling improvement, and one that highlights the autonomy and accountability for the outcomes in schools that Western Australian Principals lead.

As a Senior Executive Officer the position is expected to maintain, promote and model ethical practice, and appropriate standards and conduct, as well as demonstrate behaviours that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

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

Key responsibilities

Leadership and Strategic Management

- Lead, manage and conduct Public School Reviews seeking evidence about how, in the pursuit of successful outcomes for students, schools create and sustain conditions for effective schooling.
- Select context-specific teams and lead them in all phases of each review or inquiry.

- Provide advice to the Executive Director and Corporate Executive on a range of education provision matters, including exemplary practice, resourcing and support.
- Work collaboratively with members of Public School Accountability to moderate judgements and information included in school reports.
- Demonstrate, promote and support culturally responsive behaviours, practices and approaches in everyday work, reflecting the expected standards outlined in the Aboriginal Cultural Standards Framework.
- Work collaboratively with other leadership teams to achieve Departmental objectives.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Accountability and Quality Assurance

- Work with Directors of Education to support and guide school improvement planning as required.
- Identify school-specific exemplary practice to achieve effective school operations and high-quality educational outcomes.
- Develop, implement and review the evaluative frameworks and processes used for Public School Review.
- Undertake Public School Reviews and prepare individual reports for each school.
- Participate in cycles of internal moderation to maintain consistency of process delivery across the directorate.
- Maintain comprehensive knowledge of national and international trends and practices associated with measuring and reporting on school performance and effectiveness.

People Management

- Maintain effective communication and working relationships to ensure access to diverse specialist knowledge, expertise and input to any identified review or enquiry.
- Develop relationships with school leaders that builds ownership of the review findings.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Provide strategic leadership to supports the health and wellbeing of department staff.

Policy Development and Implementation

- Contribute to the development of Department policy and planning by providing advice and feedback on emerging trends and issues in relation to matters identified through school reviews.
- Maintain a research-based approach to inform system-wide policy review and development.
- Direct development of policies and provision of support to schools on review processes.
- Actively lead and participate in developing and managing strategies to achieve school and Departmental objectives.
- Implement Government policies and priorities for education.

Resource Management

- Plan and coordinate effective use of physical and financial resources.
- Provide advice to ensure allocation of resources is linked with identified needs of the education system.
- Work collaboratively to ensure the effective delivery of services and the allocation of resources within required parameters.

Community Relations

- Provide accurate and timely information on performance of public schools and related issues for stakeholders.
- Provide professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Respond to requests for Ministerial and other Government requirements as appropriate.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Displays a drive to excel
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people
- Displays openness and capacity for learning

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development
- Displays trustworthiness

Communicates and influences effectively

- Communicates clearly
- Displays interpersonal acumen
- Listens, understands and adapts to audience
- Negotiates persuasively.

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.

Certification

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

DIRECTOR GENERAL

Signature *W. Ledger*

Date 10/June/2011