



## Program Coordinator Kimberley Schools Project

<b>Position number</b>	Generic
<b>Agreement</b>	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
<b>Classification</b>	School Administrator Level 3
<b>Reports to</b>	Principal, Kimberley Schools Project (School Administrator Level 4)
<b>Direct reports</b>	Nil

### Context

The Kimberley Schools Project (the Project) is a collaborative partnership between the [Department](#) of Education, Catholic Education Western Australia, the Association of Independent Schools Western Australia and the Department of Regional Development and Primary Industries. The Project is designed to accelerate and intensify existing strategies to address low education outcomes in the Kimberley and underpins broader economic and social development in the region.

The Project has four key components:

- **Targeted teaching** – evidence-based teaching strategies, quality materials and frequent measurement of achievement.
- **Early years** - community initiatives that build on and improve existing services, and engage families as first teachers.
- **Regular attendance** – community partnerships to deliver strategies that respond to drivers on non-attendance.
- **Community engagement** – development with the community of extended learning programs and related initiatives. Support includes coaching and advice for school leaders and teachers around building and sustaining positive school-community partnerships.

The Project will be driven and coordinated by a Kimberley-based Project Team, led by the Principal, Kimberley Schools Project.

This role is based in either Broome, Kununurra or Fitzroy Crossing.

## Key responsibilities

- Provide educational leadership to schools and communities by implementing and promoting the Project, and encouraging school staff, volunteers from the community and others to share ownership of the Project's vision and goals.
- Work collaboratively with communities to design a range of engagement strategies and programs across the attendance and engagement components.
- Use effective change strategies and lead schools and communities to accept and develop opportunities for improving educational outcomes in literacy and numeracy.
- Provide expert advice and support to schools in developing and implementing targeted programs, plans, strategies and approaches for improving student achievement.
- Design and deliver professional learning for teacher development to support school plans and strategies for enhancing learning outcomes for students.
- Support teachers and school leaders to implement professional learning in targeted teaching and early years.
- Work with graduate teachers and support in-school instructional coaches to develop their capacity.
- Collect, analyse and interpret quality data and contextual information across the four components to identify schools that require targeted support.
- Manage key portfolios of the Project's four key components, including allocating resources and support to schools.
- Liaise extensively with school staff, specialist staff, other government agencies and community providers.

## Selection criteria

1. Demonstrated ability to lead strategic change in a school context and generate and apply innovative solutions.
2. Demonstrated capacity to provide effective leadership in a diverse range of educational settings.
3. Demonstrated highly developed verbal and interpersonal communication skills with the ability to establish and maintain effective working relationships to achieve planned outcomes.
4. Demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students.

## 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
- undertake travel throughout the Kimberley region
- obtain or hold a current Western Australian driver's licence
- 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
- 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.

## ENDORSED

Date 11 October 2022  
Reference D22/0741648