



Associate Principal

School of Alternative Learning Settings

Position number	Generic
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

The School of Alternative Learning Settings (SALS) supports Western Australian (WA) public schools to ensure the best educational outcomes are achieved for students who have been excluded from school, or who are at risk of exclusion, for violent or aggressive behaviour. The school delivers targeted short-term, intensive learning and support programs aimed at building students' social skills and self-regulation abilities in environments designed to effect positive and lasting change in their behaviour.

The SALS forms part of the Statewide Services division and works in collaboration with all branches across the division to provide the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most.

The school comprises of sites located across the state's eight education regions, with administration for the school being based at the Statewide Services Centre, Padbury.

Information about the School of Alternative Learning Settings is available on [Schools Online](#).

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

Key responsibilities

- Manage and supervise staff across the Alternative Learning Settings program.
- Provide assistance to the School Psychologists to support the achievement of service delivery goals and compliance with legislative, policy, procedural and practice standards.
- In collaboration with the Principal and other members of the management team, provide educational leadership for schools and the community by embedding and promoting the program's vision to ensure shared ownership of the vision and goals.
- Apply effective change strategies for the purpose of strengthening improved services for students.

- Assist in facilitating workforce effectiveness through leading and motivating staff in planning for improved outcomes for students and services.
- Contribute to the development of strategic and operational plans through participative decision making, including assisting in the development of policy and establishing and maintaining referral, data and accountability systems.
- Use professional knowledge and understanding to promote extended services within the school community.
- Establish and manage administrative and operational systems to deliver effective school operations compliant within departmental policy and guidelines.
- Is accountable for the effective operation of the Alternative Learning Settings program and other responsibilities as negotiated with the school's leadership team.
- Is expected, at times, to take on the Principal's role, including building partnerships to promote the school's vision and priorities.
- Is a conduit between regions and the school to facilitate effective, efficient and timely services.
- In conjunction with relevant corporate services staff, maintain financial and physical resources across the school.
- Contribute to the coordination of services across school teams.
- Use data to review and strengthen services and support for ongoing school improvement.
- Ensure staff are provided with timely and appropriate feedback about their performance and presented opportunities for professional learning in accordance with the Public Sector Performance Management Standard and departmental policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant industrial instruments and departmental policy.

Selection criteria

1. Demonstrated considerable knowledge of Enrolment, Student Behaviour and Curriculum policies and highly developed skills and experience in evidence-based pedagogy, Response to Intervention Model, unified and responsive service, to ensure a high level of educational outcomes for all students.
2. Demonstrated capacity to manage physical and financial resources and to contribute to the delivery of high-quality services and initiatives in an educational environment.
3. Demonstrated capacity to provide effective leadership and highly developed organisational, conceptual and analytical skills with capacity to apply complex concepts in support of service improvement and policy and program development.
4. Demonstrated highly developed communication, networking, teamwork and interpersonal skills, including the ability to liaise effectively with a wide range of people within the education community and a variety of other contexts.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification 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
- 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 8 July 2022
Reference D22/0536808