



Principal

School of Swimming and Water Safety

Position number	00045072
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	School Administrator Level 6
Reports to	Assistant Executive Director, Service Delivery (AEXDIR)
Direct reports	Various

Context

The Department of Education's Statewide Services division provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery.

The newly established School of Swimming and Water Safety (SSaWS) is one of several specialist schools forming part of the Statewide Services division. The SSaWS is responsible for the delivery of high-quality swimming and water safety education across Western Australia.

Administration for the school is being based at the Statewide Services Centre in Padbury. School staff work in collaboration with schools, parents, and the wider community to provide the services and supports required to reinforce water safety skills as key elements of the Western Australian Health and Physical Education Curriculum and ensure vital swimming lessons are delivered to 230,000 school students each year.

The SSaWS delivers high-quality swimming and water safety lessons across Western Australian public schools through two key programs: VacSwim and Interm swimming. VacSwim is delivered in the October and summer school holidays for children from 5 to 17 years of age, and Interm swimming is a school-based program for children from Pre-primary to Year 7.

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

Key responsibilities

School and Student Administration

- Provide educational leadership within the school and across Statewide Services and promote the vision and values of the school, in the context of improving access to swimming and water safety programs to ensure more young people learn how to swim and stay safe around water.
- Provide strategic leadership and actively engage school staff in business planning, to deliver high-quality swimming and water safety lessons aligned to the WA Health and Physical Education Curriculum.
- Provide advice and information on the school's services and support and associated educational needs to senior management.
- Ensure the delivery of effective services to students, their families and schools by strengthening and differentiating the delivery of swimming and water safety education, taking geographical, educational needs and socio-economic factors into consideration to ensure service delivery is culturally responsive and meets the needs of schools and students
- Strategically lead the development and implementation of complex initiatives and associated program management and change management activities to enhance program delivery.
- Create a culture of continuous improvement of services to improve students' educational engagement and outcomes.

Human Resource Management

- Manage and lead a diverse workforce including permanent, casual and support staff providing instruction and support for students and schools across the state.
- 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.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Develop, monitor and manage the SSaWS Workforce Management Plan to meet current and future demands for attraction, retention and co-ordination of qualified staff and maximise their impact on swimming and water safety education across the state.

Resource Management and Governance

- Deploy resources to maximise the educational performance of the school in accordance with Public Sector legislative requirements, including the *Financial Management Act 2006*, *Public Sector Management Act 1994* and *Work Health and Safety Act 2020*.
- Ensure the school operates within all relevant legislation and industrial instruments.
- Comply with Government and Department policies, initiatives, procedures and guidelines.
- Comply with the Department's Audit processes, and practise appropriate risk management according to Government standards.
- Adhere to state-wide reporting obligations as required by the Department.

Community Relations and Engagement

- Build productive partnerships across Statewide Services, Government, non-Government agencies and schools, to provide targeted and high-quality services to students attending Interm and VacSwim swimming lessons.
- Promote collaboration and integration of services and support structures between the SSaWS and WA public schools, government agencies, external agencies and service providers to ensure students are receiving high-quality, best practice swimming and water safety education.

Selection criteria

The following selection criteria are the five professional practice areas particular to the role of a Principal identified by the *Australian Professional Standard for Principals*.

In addressing the selection criteria, applicants are expected to illustrate their capacity in the 3 leadership requirements detailed in the *National Professional Standard for Principals*: “vision and values; knowledge and understanding; and professional qualities, social, and interpersonal skills”.

1. Effective leadership in teaching and learning
2. Developing self and others
3. Leading improvement, innovation and change
4. Leading the management of the school
5. Engaging and working with the community

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.

ENDORSED

Date 20 August 2024
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