



Program Coordinator – Head of Instruction Hammond Park Secondary College

Position number	Generic
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 3
Reports to	Associate Principal
Direct reports	Various

Context

Opening in 2020, Hammond Park Secondary College will accommodate up to 200 Year 7 students in the first year and grow to approximately 1500 students by 2025. The school is an Independent Public School and it is one of eight WA Public Private Partnership (PPP) schools. The school is built, financed and maintained by project company EduWest. While the partnership is a very different way of delivering education facilities in the State, the students' education remains the responsibility of the Department of Education, and the Principal, teachers and staff are employed by the Department of Education as they are in all public schools.

Under the PPP project the school will be built with innovative classrooms and specialist facilities opening in Stage One 2020, with further classrooms opening in Stage Two of the build in 2023.

This is an incredible opportunity for a strategic leader with highly developed communication and interpersonal skills. Hammond Park Secondary College is seeking a leader with expert Instructional skills and a deep understanding of curriculum to effectively lead the implementation of a school-wide Instruction and Coaching Framework,

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

Further information is available via the [Department](#) website.

Key responsibilities

- in collaboration with the Principal and members of the administrative team, provides educational leadership in the school and the community by developing and promoting the school vision, and encouraging school staff, volunteers from the community and others to share ownership of the school's vision and goals
- using the operational plan and effective change strategies, leads the school community to accept and develop opportunities for improved service in the area of student support services
- facilitates workforce effectiveness and provides a role model for self-development to improve professional performance
- contributes to the development of the school plan through participative decision making, including assisting in developing policy and establishing and maintaining systems
- establishes and manages administrative and operational systems in the relevant area of responsibility to ensure the effective operation of the school within departmental policy and guidelines
- manages programs, curriculum areas and/or portfolios relating to:
 - positive behaviour
 - effective teaching
 - strong attendance
 - personalised learning
- undertakes administrative duties related to the particular area of responsibility
- is accountable for the effective daily management of a designated area of responsibility
- liaises extensively with the Principal, Associate Principal, Deputy Principals and relevant specialist staff
- establishes and maintains effective working relationships with students' family and internal and external stakeholders
- undertakes a teaching role, as required
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard 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 physical and financial resources

Eligibility and training requirements

Employees will be required to:

- 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 24 July 2019
Reference D19/0329639