



Associate Principal

School of Special Educational Needs: Disability

Position number	00032190
Agreement	The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced
Classification	School Administrator Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

School of Special Educational Needs: Disability (SSEND) operates within a federation of four schools including the School of Special Educational Needs: Medical and Mental Health, the School of Special Educational Needs: Sensory and the School of Special Educational Needs: Behaviour and Engagement to coordinate support for schools where possible and to share resources and expertise. The school operates within an integrated service model provided through the Statewide Services Centre.

SSEND provides state wide support to schools to support students with disability and learning difficulties within a capacity building model that is based upon Response to Intervention (RTI). Contextualized and evidence based support is provided by consulting teachers to build the capacity of teachers and school based staff to deliver effective classroom programs that value the diversity of students in inclusive learning environments.

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

Key responsibilities

- Manage and supervise staff in specialist teams.
- Provide support and assistance to the Network Leaders to ensure 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 developing and promoting the SSEND vision, and encouraging staff, volunteers from the community and others to share ownership of the vision and goals.
- Utilise effective change strategies and assists school communities to accept and develop opportunities for improved services.

- Assist in facilitating workforce effectiveness through leading and motivating staff in planning for improved 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.
- Establish and manage operational systems which facilitate the provision of effective services compliant with Departmental policy and guidelines.
- Is accountable for the effective operation of the relevant area and other responsibilities as negotiated within the school's management team.
- Is expected, at times, to take on the Principal's role which requires building partnerships within the area of responsibility 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 in specialist areas.
- Contribute to the coordination of services across school teams.
- 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 Department policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.

Selection criteria

1. Demonstrated capacity to manage physical and financial resources and to contribute to the delivery of high quality services and initiatives in an educational environment.
2. Demonstrated considerable knowledge of Enrolment, Student Behaviour and Curriculum Assessment policies, and highly developed skills and experience in evidence-based pedagogy, Response to Intervention Model, unified and responsive service, change management, staff development and school improvement initiatives related to disability education.
3. Demonstrated highly developed organisational, conceptual and analytical skills with capacity to apply complex concepts in support of service improvement, 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 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
- 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 15 June 2020
Reference D20/0278929