



Principal

Western Australian College of Agriculture

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	School Administrator Level 6
Reports to	Director General (Special Division Band 1)
Direct reports	Various

Context

The Western Australian College of Agriculture is a system of residential schools that provides a dedicated program of study in agricultural education for male and female students in Years 10, 11 and 12. The campuses operate commercial sized farms, extensive education and training resources and are Registered Training Organisations.

Each campus employs administration and teaching staff, vocational trainers and assessors, business managers, farm managers and technical officers - agriculture, catering and residential staff. About 90 to 95 per cent of students are residential students.

All campuses offer full-time programs of study where students complete a range of courses leading to the Western Australian Certificate of Education and units of competence from Industry Training Packages. The College delivers nationally recognised vocational qualifications that focus on agriculture and also include horticulture, viticulture, equine, aquaculture, forestry, building construction, metals and engineering, furnishing and automotive.

Supporting the courses is a unique and close relationship with the agricultural industry and local community through long-established agricultural advisory committees. Farming operations of the College are subject to advice from community members through a local Agricultural Advisory Committee, of which the principal is a member. While the farm operates initially to provide a meaningful context for the College's education and training program, its commercial viability is also a key objective.

Full-time residential facilities are provided and students are expected to live on-site in order to pursue the full education and training program. There is significant integration of residential and education and training programs that necessitates increased flexibility in the timetable. Typically, there is an extension of the College day in order to meet the requirements of the agriculturally based curriculum, which includes normal farm management.

Pastoral care and mentoring programs, complemented by a wide range of recreational and extra-curricular activities, are essential components of the education and training program. Students have access to many recreational, sporting and cultural excursions on evenings and weekends.

Further information about the particular Western Australian College of Agriculture is available on [Schools Online](#).

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

Key responsibilities

Student Achievement and Wellbeing

- Ensure the college delivers education programs that enable students to achieve appropriate standards, taking into account the college's context.
- Ensure there is a safe, orderly and inclusive learning environment.
- Set out in a college/business plan the college's objectives, priorities and achievement targets, and the major strategies that will be used to improve the college's performance.
- Regularly review and report on the college's performance through the annual college report.

Staff Development and Management

- Monitor the levels of staff satisfaction with the leadership and respond where needed.
- Operate as an effective instructional leader.
- Manage change effectively, including conflict management.
- Encourage an appropriate level of staff engagement in decision-making.
- Encourage and support innovation in educational practice.
- Build the capacity of staff through appropriate professional development and performance management 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.

Resource Management and Governance

- Deploy college resources to maximise the educational performance of the college in accordance with Public Sector legislative requirements (e.g. *Financial Management Act 2006*, *Public Sector Management Act 1994*; *Work Health and Safety Act 2020*).
- Ensure the college operates within all relevant legislation, industrial agreements and awards.
- Comply with Government and Department policies and initiatives.
- Comply with the Department's School Audit processes, and practice appropriate risk management according to Government standards.
- Provide data the Department requires to meet its state-wide reporting obligations.
- Comply with all agreements between the Australian and Western Australian Governments.

Community Engagement

- Monitor community satisfaction with the college and respond to the findings as appropriate.
- Establish and enable the College Council/Board to fulfil its function effectively.
- Encourage and enable parents to be engaged in their children's education.
- Develop relationships with community organisations and agencies to benefit students and education provision.

Program Delivery

- Meet the requirements associated with the delivery of any special programs hosted by the college on behalf of the system (e.g. Gifted and Talented programs, Intensive English Centres).
- Address any directions for college improvement.

Selection criteria

The following selection criteria are the five professional practices particular to the role of a principal identified by the *Australian Professional Standard for Principals* (July 2011).

In addressing the following selection criteria, applicants are also expected to illustrate their capacity in the three leadership requirements detailed in the *Australian Professional Standard for Principals*: “vision and values; knowledge and understanding; and personal 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

Particular Conditions of Service in this Position

The Principal is entitled to a designated Band 4 allowance for the organisation, control and running of a school with a residential wing.

Housing is provided to enable the Principal to fulfil a shared (50:50) role outside usual instructional hours with the Residential Hostel Manager to attend to unforeseen and urgent management matters in relation to residential boarding operations and issues concerning student welfare and behaviour.

Eligibility and training requirements

Employees will be required to:

- reside on the school/college site in rent-free housing, inclusive of connection and consumption charges for utilities
- hold a recognised teaching qualification 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 10 December 2024
Reference D24/0933561