

Associate Principal

School of Special Educational Needs: Medical and Mental Health

Position number	00032192
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	Level 4
Reports to	Principal (School Administrator Level 6)
Direct reports	Various

Context

The Statewide Services Division is responsible for central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The School of Special Educational Needs: Medical and Mental Health (SSEN:MMH) provides education support to referred students from Kindergarten to Year 12, whose physical or mental health presents difficulties in accessing their regular education program. Support is provided to government and non-government school students, through programs state-wide.

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

Key responsibilities

- As required take on the Principal's role and building partnerships within the area of responsibility to promote the Statewide Specialist Services vision and priorities.
- In collaboration with the SSEN:MMH Principal and other members of the leadership team, provide educational leadership to schools and the community by developing and promoting the vision, and encouraging staff, volunteers from the community and others to share ownership of the vision and goals.
- Support the SSEN:MMH leadership team to achieve service delivery goals by ensuring that legislative, policy, procedural and practice standards are met and that staff are supported, developed and monitored in their role.
- Is accountable for the effective operation of the relevant area and other responsibilities as negotiated with the Statewide Specialist Services senior leadership.

- Contribute to the development of strategic and operational plans through participative decision making, including assisting in the development of policy and establishing and maintaining systems.
- Establish and manage operational systems to facilitate effective procedures in the school within departmental policy and guidelines.
- Is a role model for professional development, including managing staff performance in accordance with Public Sector Standards and department policy.
- Assist school communities state-wide to utilise effective strategies and develop opportunities for improved services.
- Contribute to effective workforce planning and development.
- Is a conduit between regions and Statewide Specialist Services to facilitate an effective, efficient and timely service.
- 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.
- In conjunction with relevant corporate services staff, maintain financial and physical resources as appropriate.
- Contribute to the coordination of services across Statewide Specialist Services teams.

Selection criteria

1. Demonstrated capacity to provide effective leadership, manage physical and financial resources and contribute to the delivery of high-quality education services and initiatives.
2. Demonstrated knowledge of current policy, skills and experiences across a diverse range of educational settings that ensures a high-level of educational outcomes for all students (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with additional needs).
3. Demonstrated well developed organisational, conceptual and analytical skills with capacity to apply complex concepts in support of school improvement initiatives, policy and program development.
4. Demonstrated highly developed communication and interpersonal skills, including proven ability in establishing and maintaining effective working relationships within the education community, as well as organisations across a variety of other contexts, to achieve planned outcomes.

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 June 2022
Reference D22/0420375