

Director, Principal Professional Review

School and Principal Review

Position number	Generic
Agreement	Award Free
Classification	DEANE
Reports to	Lead Director
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

Principals perform an important role in leading their schools and ensuring all public schools provide high quality education. Their leadership is central in supporting better outcomes for our students. The Department is committed to supporting our principals through the Principal Professional Review. The key aim of the Principal Professional Review is to support the growth, development, and impact of public school principals.

The Principal Professional Review process supports principals in reflecting on their role, how they are meeting expectations and where they can improve. The focus is professional growth, support and assurance. Principal Professional Reviews contribute to strengthening public confidence that every principal is operating effectively and is being supported to provide high quality leadership to all schools across the Western Australian public education system.

The approach is built on the principle that school leaders are entitled to high quality support, feedback and development. We recognise that all principals are on a journey of professional growth and support the development of 'good' to 'great'; and 'great' to 'outstanding' principals.

As a Senior Executive Officer, the position is expected to maintain, promote and model ethical practice, and appropriate standards and conduct, as well as demonstrate behaviours that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

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

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Leaders**.

Key responsibilities

Leadership and Strategic Management

- As a delegate of the Director General, lead, manage and conduct professional reviews of principal performance and provide independent feedback on the evidence principals rely on to reflect their current leadership and how it might be further improved to advance quality teaching and learning in their schools.
- Select context-specific teams and lead and coordinate their activities in all phases of each principal professional review.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Accountability and Quality Assurance

- Identify and inform the Director General of principals operating at or above expectations and those who require additional support.
- Provide detailed performance reports to principals and the Director General.
- Develop, implement and continually monitor the evaluative processes applied to Principal Professional Review.
- Work with Directors of Education to ensure legislative and accountability compliance is a key component of the Department's accountability expectations.
- Maintain comprehensive knowledge of national and international trends and practices associated with measuring and reporting on a principal's performance and effectiveness.

People Management

- Maintain effective communication links and working relationships to ensure access to diverse specialist knowledge, expertise and input to any identified professional reviews.
- Work collaboratively with Directors of Education, Collegiate Principals and other system supports as needed.
- Develop effective relationships with the principal to generate ownership of the review findings.
- Adhere to the principles of equity and equal employment opportunity at all times.
- Provide strategic leadership supporting the health and wellbeing of Departmental staff.

Policy Development and Implementation

- Contribute to the development of Department policy and planning by providing advice and feedback on emerging trends and issues in relation to service delivery and support to principals and schools.
- Actively lead and participate in developing and managing strategies to achieve principal, school and Departmental objectives.
- Contribute to the implementation of Government policies and priorities for education.

Resource Management

- Plan and coordinate effective use of physical and financial resources.
- Provide advice to ensure allocation of resources is linked with identified needs of the education system.
- Work collaboratively to ensure the effective delivery of services and the allocation of resources within required parameters.

Selection criteria

Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> ○ You identify key stakeholders and build relationships and networks, leveraging these to meet the agency's objectives. ○ You focus on aligning goals and purpose across different teams in the agency, seeking opportunities for cross agency collaboration.
Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> ○ You are able to interrogate information from a wide array of sources and use criteria to evaluate its merits. ○ You apply your knowledge and expertise to understand problems from parallel perspectives so you identify fit for purpose solutions.
Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.	<ul style="list-style-type: none"> ○ You intervene early when issues arise and take decisive action once the most viable solutions are identified. ○ You communicate clearly and concisely, and translate your message for your target audience.
Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.	<ul style="list-style-type: none"> ○ You drive excellent performance in your teams, setting clear role and performance expectations, and ensuring a shared understanding. ○ You focus on embedding best practice approaches and systems aligned to your agency. ○ You are open minded, explore innovative approaches and strive to develop a culture of continuous improvement.
Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.	<ul style="list-style-type: none"> ○ You recognise and embrace your role as a coach to others, dedicating and committing the required time. ○ You ensure your leaders know what is expected of them by defining their role expectations and monitoring their performance.
Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.	<ul style="list-style-type: none"> ○ You lead by example and understand the principles of good corporate governance, implementing your plans and procedures accordingly. ○ You deliver outstanding results while maintaining an ethical and professional reputation for yourself and your agency. ○ You coach your leaders to role model the spirit of service and to reinforce this in their teams.

<p>Lead adaptively</p> <p>Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> ○ You lead adaptively by proactively seeking learning opportunities to extend the knowledge, skills and expertise that support your current and future development needs. ○ You take responsibility and accountability for your own development pathways, willingly embracing learning opportunities and applying the learnings. ○ You understand the impact of your personal style on those you lead and interact with, deliberately adapting your approach to achieve desired outcomes.
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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.

DIRECTOR GENERAL

Signature 

Date 12/5/25