

POSITION DESCRIPTION

POSITION TITLE	Teacher Quality and School Leadership Consultant	
REPORTS TO	Manager, Teacher Quality and School Leadership	
MAIN PEOPLE INTERACTIONS	INTERNAL AISWA consultants Administrative support officers	EXTERNAL Teachers, middle, and senior leaders Professional associations Tertiary, community, and industry partners
POSITION PURPOSE	To support the growth of school-based leaders in Independent Schools with a focus on: <ul style="list-style-type: none"> • Teacher leaders • Middle leaders • National Certification of Highly Accomplished & Lead Teachers 	
PURPOSE, VALUES, AND STATEMENT OF INTENT	<p>PURPOSE Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p>VALUES</p> <ul style="list-style-type: none"> • Service • Stewardship • Equity <p>STATEMENT OF INTENT The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA's Purpose and Statement of Intent; 2. Comply with AISWA's values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • an ability to maintain confidentiality; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Support for schools	<ul style="list-style-type: none"> • Provide leadership, support and high-quality advice on AITSL Teacher and Principal Standards. • Create awareness and offer opportunities to engage teachers and leaders in the National Certification of Highly Accomplished and Lead Teacher process as a mechanism for school improvement. • Provide professional learning and ongoing coaching for teachers in relation to achieving higher level of teacher accreditation in relation to Highly Accomplished and Lead Teacher status and the Rewards for Great Teachers process. • Develop and update resources for schools that support National Certification. • Develop a Network of Highly Accomplished and Lead Teachers. • Support Graduate Teachers, Leaders and Mentors through the Graduate to Proficient program. • Collaborate on and contribute expertise to joint projects with other AISWA staff. • Collaborate on, and contribute expertise to joint projects in the creation, implementation and support of leadership programs. • Offer schools support in the implementation of Professional Review and Development training, coaching on classroom observation and ongoing support in relation to school improvement priorities.
Stakeholder engagement	<ul style="list-style-type: none"> • Facilitate opportunities for school staff to access practical support, information, professional learning and resources. • Establish and maintain strategic networks with a range of partners, including cross-sector partners, academics, professional associations, industry and other relevant contacts (State, National, and International). • Represent AISWA on internal and external committees and working groups as relevant to the role.
Other	<ul style="list-style-type: none"> • Monitor relevant research and emerging issues, trends, priorities, and areas of interest related to school leadership. • Consult and assist Manager of Teacher Quality and School Leadership. • Other duties as required.

QUALIFICATIONS/SKILLS/EXPERIENCE	
Essential Qualifications	<ul style="list-style-type: none"> • Tertiary degree in education or similar discipline. • Current TRB registration. • Current Working with Children Check. • Current National Police Clearance.
Skills and Qualifications Required	<ul style="list-style-type: none"> • Substantial teaching experience in schools, and/or working in other relevant educational settings. • Experience leading school initiatives. • Experience in successfully engaging with, and cohesively working with diverse stakeholder groups. • Excellent oral and written communication skills. • Ability to initiate and plan projects and work collaboratively within AISWA and with external partners. • Ability to work independently and as part of a team.

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.