**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Alice Springs Remote School Support Unit |
| **Job Title** | Director Remote School Support Unit | | | **Designation** | Senior Administrative Officer 2 |
| **Job Type** | Full Time | | | **Duration** | Fixed to 31/12/2021 |
| **Salary** | $135,674 - $147,876 | | | **Location** | Alice Springs |
| **Position Number** | 40545 | **RTF** | 165592 | **Closing** | 21/05/2019 |
| **Contact** | Trevor Read, Senior Director School Improvement and Leadership, Alice Springs on 08 8951 1609 or [trevor.read@nt.gov.au](mailto:trevor.read@nt.gov.au) | | | | |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed**  **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) | | | | |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=165592> | | | | |

**Primary Objective:** To provide high level strategic leadership and advice at both the regional and systemic level on policy, school leadership, management and administration and to lead the implementation of remote school improvement initiatives that lift the quality of educational outcomes for all students in remote and very remote schools.

**Context Statement:** The Remote Schools Support Unit provides a high level of leadership, advice and support to principals in the Alice Springs and Barkly regions, which includes 24 remote and very remote schools across an extensive geographical region. This position works closely with the Director of School Improvement and Leadership to ensure effective and efficient delivery of innovative and flexible improvement services assigned to schools. Responsibilities of the work unit include implementing strategies and targets in line with agreed NT and national targets to increase attendance, retention of staff and improving educational outcomes of students, including a priority focus on Indigenous students. This position requires considerable travel by 4WD and/or light aircraft to remote communities and staying in a range of accommodation. A current NT driver licence and 4WD training is required (or capacity to obtain).This position attracts office-based conditions.

**Key Duties and Responsibilities:**

1. Provide high level advice to the Senior Director School Improvement and Leadership on the delivery of quality education and coordination of service delivery to achieve improved school and student outcomes in remote and very remote schools.
2. Lead the implementation of continuous improvement approaches by coaching and supporting Teaching Principal Mentors to build the capacity of Principals to co-design and implement a continuous school improvement cycle, including tailoring, amending and monitoring the school strategic plan, annual school improvement plan, and principal and teacher performance and development plans, and ensuring coherence with the department’s focus areas and key priorities.
3. Build a culture of evidence based decision making to inform improved educational outcomes for all students, including identification of priorities, risks and mitigation strategies, to support the quality and effectiveness of service delivery and tailor improvement responses to individual schools.
4. Assist the Senior Director School Improvement and Leadership and central areas of the department to determine and coordinate the support needed to drive coordinated action to support schools to deliver improved student outcomes.
5. Develop and nurture relationships with schools, facilitate the development of professional learning networks to build the collective capacity of principals and schools, and promote good practice among colleagues.

**Selection Criteria**

**Essential:**

1. High-level understanding of current educational theory and practice, commitment to quality educational improvement, and a demonstrated ability to develop, implement and maintain consistent, system wide educational policy and processes.
2. Demonstrated knowledge of and experience in education and training sectors, including an understanding of systems (financial and human resource management), institutions and stakeholder perspectives as they pertain to remote and very remote schools.
3. Highly developed knowledge and skills as a leader in a remote school or education setting and a proven record in building instructional leadership capacity in others.
4. Demonstrated skills in change management, strategic thinking and data analysis to set direction and inform improvement within individual schools, network of schools and across the system.
5. Evidence of outstanding oral and written communication, interpersonal and negotiating skills and the ability to lead and motivate internal staff and external stakeholders, and manage complex issues.
6. Demonstrated experience to work as part of a school improvement leadership team to drive improvement and contribute to agreed organisational outcomes.

**Desirable:**

1. Registration with the NT Teacher Registration Board.
2. Qualifications and/or training in educational leadership, coaching, Public Sector Management or equivalent.

**Trevor Read, Senior Director School Improvement and Leadership February 2019**