

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992; Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Division:</b>	<b>School Curriculum and Standards</b>	<b>Effective Date of Document</b> 24 July 2018
<b>Directorate:</b>	<b>Curriculum, Assessment and Strategic Policy</b>	
<b>Branch:</b>	<b>Curriculum and Assessment Teams 1, 2 and 3</b>	

**THIS POSITION**

**Title:** Principal Consultant, Secondary – Curriculum and Assessment

**Classification:** Level 7

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Assistant Executive Director  
**LEVEL:** Class 2  
**POSITION NUMBER:** 00037223

**TITLE:** Manager, Curriculum and Assessment  
**LEVEL:** 8  
**POSITION NUMBER:** May vary depending on the position

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Various		

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Principal Consultant, Secondary – Curriculum and Assessment	Level 7	Generic	24 July 2018

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- development of Externally Set Tasks (EST)
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support.

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Principal Consultant, Secondary – Curriculum and Assessment	Level 7	Generic	24 July 2018

## **ROLE**

The Principal Consultant, Secondary - Curriculum and Assessment:

- develops and reviews curriculum and assessment support materials
- monitors and reviews the implementation and delivery of curriculum, courses and course standards, projects and programs
- supervises the conduct of consensus moderation meetings
- reviews schools' proposed and final grade distributions
- trains school-based reviewers for the syllabus delivery audit and the marking of EST
- provides high-level curriculum expertise in producing quality ATAR course examinations and marking keys
- provides executive support for advisory committees
- provides high-level advice at a State and national level and input into curriculum development and assessment
- organises, facilitates and coordinates information sessions for staff from schools, regions, professional associations, school systems/sector and conducts teacher seminars, as required
- manages contract writers and associated physical resources in a manner that meets government compliance requirements
- maintains effective records and course information databases in accordance with the Department's record keeping policy
- provides advice, correspondence and briefings to the Minister, Board, systems and sectors and Executive Director, School Curriculum and Standards, as required
- undertakes other duties as directed.

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## OUTCOMES

1. High-quality curriculum and assessment is delivered which ensures the standards of educational opportunity meet the needs of Authority stakeholders.
2. Effective executive support is provided to consultative groups and working parties to support school systems/sector and schools in the ongoing implementation and delivery of the *Western Australian Curriculum and Assessment Outline* and the WACE.
3. Programs, projects and initiatives are effectively implemented, managed, delivered and monitored and reported on in a timely manner within budget.
4. Effective advice and leadership is provided to the Authority on matters related to the projects, courses and learning areas relevant to the position.
5. Effective communication, collaboration and negotiation is undertaken with relevant agencies and stakeholders to establish and maintain common understandings to support the effective delivery of the *Western Australian Curriculum and Assessment Outline*, the WACE, ATAR course examinations and Authority initiatives.

## SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated high-level knowledge of curriculum and assessment in the context of the *Western Australian Curriculum and Assessment Outline*, the WACE, ATAR course examinations, performance monitoring and review.
2. Demonstrated high-order conceptual and analytical skills.
3. Demonstrated substantial project and program management skills, including the ability to implement processes to facilitate monitoring, reporting and successful delivery and objectives in a timely manner.
4. Demonstrated highly-developed communication and interpersonal skills, including experience in undertaking consultation, stakeholder engagement, collaboration and negotiation.
5. Demonstrated ability to provide strategic leadership.

## ELIGIBILITY

Employees will be required to:

- hold a recognised qualification in teaching 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; and
- obtain or hold a current Working with Children Check.

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Principal Consultant, Secondary – Curriculum and Assessment	Level 7	Generic	24 July 2018

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE** 24 July 2018  
**TRIM REF #** D18/0310119