



Principal Consultant, Secondary – Curriculum and Assessment (International)

Strategic and External Relations

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager, Strategic and External Relations (Level 8)
Direct reports	Nil

Context

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:

- implementing moderation activities to ensure comparability of standards between schools delivering Western Australian curriculum
- 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 content of the ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading 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 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 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 Authority Board and the Minister and leading coordination of associated services and support.

Visit scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority

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

Key responsibilities

- Provide support including on-site visits to international schools located overseas who are undertaking the Western Australian Curriculum and Assessment Outline (Outline), WACE and/or connected curriculum programs.
- Develop and review curriculum and assessment related resources which support implementation of Outline, the WACE and other connected curriculum programs.
- Monitor and review the implementation and delivery of curriculum, courses and course standards, projects and programs.
- Implement moderation activities to ensure comparability of standards between all schools delivering Western Australian curriculum.
- Provide high-level curriculum expertise in producing quality ATAR course examinations, corresponding marking keys and related resource materials.
- Provide executive support for advisory committees.
- Provide high-level advice at a State and national level and input into curriculum development and assessment.
- Organise, facilitate and coordinate information sessions for staff from schools, regions, professional associations and school systems/sector.
- Manage contract writers and associated physical resources in a manner that meets government requirements.
- Maintain effective records and course information databases in accordance with the Department's record keeping policy.
- Provide advice, correspondence and briefings to the Minister, Board, systems and sectors and School Curriculum and Standards Executive members, as required.
- Implement programs, projects and initiatives and manage the delivery of outcomes, including reporting in a timely manner and within budget.
- Communicate, collaborate and negotiate with relevant agencies and stakeholders to establish and maintain common understandings to support the effective delivery of the Outline, the WACE, ATAR course examinations and Authority initiatives.

Selection criteria

1. Demonstrated high-level knowledge of curriculum and assessment in the context of the *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 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

- hold or obtain a valid passport and be eligible to travel to Authority endorsed interstate and overseas destinations
- 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 19 September 2019

Reference D19/0456790