



## Principal Consultant, Primary – Curriculum and Assessment (International) Strategic and External Relations

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Strategic and External Relations (Level 8)
<b>Direct reports</b>	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 statewide 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 ATAR course examinations reflect the content of 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 Board and the Minister and leading coordination of associated services and support.

Visit [scca.wa.edu.au](https://scca.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](https://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)* and/or other connected Western Australian curriculum programs.
- Develop and review curriculum and assessment to support implementation of *Outline* the and/or other connected Western Australian 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 for the primary years of schooling.
- Organise, facilitate and coordinate information sessions for staff from schools, regions, professional associations and school systems/sector and conducts teacher seminars, as required.
- Provide executive support for advisory committees, consultative groups and working parties.
- Facilitate consultation and collaborative processes between the systems, sectors schools and other stakeholder organisations to share ideas and devise common curriculum and assessment approaches.
- Provide high-level advice and input at a State and national level on curriculum development and assessment.
- Manage contract writers and associated physical resources in accordance with governance compliance 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, sectors and Executive Director, School Curriculum Standards, as required.
- Implement programs, projects and initiatives and manage the delivery of outcomes, including reports in a timely manner 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* and Authority initiatives.

### Selection criteria

1. Demonstrated high-level knowledge of curriculum and assessment in the context of the *Outline*, the Kindergarten Curriculum Guidelines, The Early Year Learning Framework, 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  
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