



Principal Consultant – International Education (Primary Support and Professional Learning) Strategic and External Relations

Position number	00040712
Agreement	Public Sector CSA Agreement 2019 (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 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 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

- In collaboration with the Principal Consultant, Primary – Curriculum and Assessment (International), conduct support activities for international schools located overseas who are licenced by the Authority to deliver the *Western Australian Curriculum and Assessment Outline* (the *Outline*) and/or other connected Western Australian curriculum programs.
- Develop and review materials which support the implementation of the *Outline* and/or other connected Western Australian curriculum programs in an international context.
- Identify, plan, develop and implement evidence-based professional learning programs and strategies that meet the Authority's objectives, and learning and development needs of overseas schools licenced by the Authority to deliver Kindergarten to Year 12 curriculum programs.
- Provide leadership, advice and support to stakeholders to facilitate the development and delivery of effective professional learning programs and associated resources.
- Undertake comprehensive research to identify emerging trends and issues on a national and international matters pertaining to professional learning and develop solutions and risk management strategies to achieve outcomes.
- Manage contracted professional learning content developers and associated physical resources in a manner that meets the needs of the Authority's international education program and government requirements.
- Monitor the implementation of the Authority's international education professional learning programs, analyse issues and trends, gather feedback and identify opportunities for improvement and change.
- Establish and maintain sustainable formal and informal networks with stakeholders and clients, including external training entities.
- Establish and manage committees and working parties that facilitate a collaborative and coordinated approach to program development, delivery and the achievement of outcomes.
- Provide advice, correspondence and briefings to the Minister, Authority Board and its subcommittees 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 agencies and stakeholders to establish and maintain common understandings in the Authority's professional learning program for overseas schools.

Selection criteria

1. Demonstrated substantial skills in the design, development, implementation and delivery of programs in an adult learning environment.
2. Demonstrated highly developed conceptual, analytical and problem solving skills and the ability to make a significant contribution to the formulation and evaluation of program development, planning and implementation.
3. Demonstrated highly developed oral communication and interpersonal skills, including the ability to undertake high level negotiations, collaborations, consultations and facilitations.
4. Demonstrated high level written communication skills, including experience in the preparation of risk management strategies and quality assurance processes.

5. Demonstrated highly developed project management skills, including ability to implement programs and processes to facilitate monitoring, reporting, compliance and successful delivery.

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
- 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 21 September 2020
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