



## Principal Consultant - NAPLAN K – 10 Testing

<b>Position number</b>	00042693
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, K-10 Testing (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 Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

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

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the department of Education.

### Key responsibilities

- Manage the development, oversight, monitoring and review of contracts associated with the implementation and delivery of NAPLAN in Western Australia, including those related to agreements the other system/sectors.
- Manage the production of NAPLAN support publications such as handbook for principals; test administration handbook for teachers; parent brochures; information for teachers; and administrators guide to reporting booklets for both paper and online assessments.
- Liaise with schools, systems/sector and contractors regarding the production, distribution, collection and marking of assessment materials, and the operation of websites used for the verification of student registration data and the entry of student participation data.
- Provide support and advice to schools on the implementation of the NAPLAN online initiatives and strategies.
- Coordinate the production and distribution of student reports to meet required reporting timelines.
- Participate in meetings at a national level to provide advice and feedback in relation to the implementation and review of national protocols for NAPLAN to ensure that consistency is achieved across the nation.
- Use comprehensive knowledge of protocols and procedures to provide helpdesk advice on the implementation of NAPLAN.
- Research and prepare high-level briefings, reports and discussion papers for presentation to senior management.
- Investigate high-risk management issues and problems and identify appropriate solutions.
- Provide advice on contemporary issues relating to assessment, measurement and reporting of student performance, particularly in relation to literacy and numeracy curriculum areas.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Provide advice and assistance to the Manager as required.

### Selection criteria

1. Demonstrated highly developed project management skills, including experience in planning, monitoring, reviewing, evaluating and reporting on complex educational measurement projects.
2. Demonstrated highly developed interpersonal and negotiation skills with a proven ability to work with professional organisations and peak bodies in a consultative and collaborative manner to secure program outcomes.
3. Demonstrated outstanding written and oral communication and presentation skills.
4. Demonstrated comprehensive conceptual and analytical skills in the area of student assessment, including the ability to analyse student achievement data using Rasch methodology.
5. Demonstrated high-level of understanding of contemporary issues in the assessment, measurement and reporting of student performance, particularly in relation to literacy and numeracy curriculum areas.

## Eligibility and training requirements

Employees will be required to:

- 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 4 August 2022  
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