



## Director, Curriculum and Assessment

### Curriculum, Assessment and Strategic Policy

<b>Position number</b>	00043765
<b>Agreement</b>	Award Free
<b>Classification</b>	EASEL9
<b>Reports to</b>	Assistant Executive Director, Curriculum, Assessment and Strategic Policy (Class 2)
<b>Direct reports</b>	Manager, Curriculum and Assessment (Level 8 x 5) Administrative Assistant (Level 2 x 1)

#### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner in preparing them for their next step into the workforce or further education.

The School Curriculum and Standards Division provides administrative and secretariat services for and implements 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
- 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 School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support.

As a Senior Executive Officer the position is expected to maintain, promote and model ethical practise and appropriate standards of conduct and behaviour that align with the values in the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

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](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Leadership and Strategic Management

- Provide high-level strategic leadership on best practice initiatives in curriculum and assessment from Kindergarten to Year 12.
- Lead and manage the development, implementation and review of Kindergarten to Year 12 curriculum and assessment, support materials and professional learning.
- Lead and manage the development and implementation of Pre-primary to Year 12 standards and moderation.
- Provide advice to the Assistant Executive Director, Curriculum, Assessment and Strategic Policy on matters related to curriculum development, accreditation, review, moderation and the development of assessment support and professional learning, and the development, implementation and evaluation of strategic policies, planning, research, stakeholder liaison and communication strategies.
- Provide policy advice to Assistant Executive Director, Curriculum, Assessment and Strategic Policy in the implementation of *Western Australian Curriculum and Assessment Outline* and the Western Australian Certificate of Education (WACE).
- Provide jurisdictional cross-sectoral advice on Kindergarten to Year 12 curriculum design and development policies and practices.
- Lead and manages the development, implementation and monitoring of strategic and operational plans for the Directorate.
- Lead, manage, contribute, and monitor research and projects on a state and national level within the sector.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

### Accountability and Quality Assurance

- Contribute to the development and maintenance of the Department's accountability framework, in particular ensuring policies, frameworks and practices comply with and promote accountability.
- Lead and manage the contextualisation of the Kindergarten to Year 12 curriculum to a Western Australian context.
- Monitor issues, trends and best practice locally, nationally and internationally to ensure continuous improvement of programs, services and processes.
- Develop and implement quality assistance processes within the Directorate, oversee financial management, human resource management, risk management and the approval and monitoring activities and processes relating to curriculum and assessment.



- Ensure services and programs are aligned with the national education agenda and comply with legislation and policies.
- Foster best practice within the Directorate to enhance customer service to teachers, schools and other stakeholders.

### **People Management**

- Establish and maintain effective working relationships and strategic alliances with internal and external stakeholders.
- Adhere to the principles of equity and equal opportunity at all times.
- Oversee effective processes for employment within the Directorate.
- Establish a leave management plan and manage employees' leave entitlements in accordance with relevant Awards, Agreements and Department policy.
- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise staff capabilities to deliver quality educational business outcomes.

### **Policy Development and Implementation**

- Lead and manage the development and implementation of Pre-Primary to Year 12 curriculum, assessment and moderation policies and programs, including courses not developed by the Authority.
- Lead and manage the development of policies and advice for curriculum planning, monitoring and assessing in Kindergarten contexts.
- Monitor and evaluate the effectiveness of policy and programs based on research and analysis of data and outcomes.

### **Resource Management**

- Develop and implement budget strategies, allowing for maximum benefit from State funding sources for the development of curriculum and assessment, support materials and professional learning.
- Provide quality input to the requirements for adequate resourcing for operations, ensuring allocation of resources is linked with the identified needs of curriculum and assessment and complies with legislation, policies and procedure.
- Oversee the Directorate budget to ensure expenditure is contained within required parameters.

### **Community Relations**

- Consult and provide accurate and timely information on matters related to curriculum and assessment to stakeholders, unions, professional associations and national bodies.
- Provide effective, professional advice for informed decision-making by principals, Corporate Executive, the Minister and Government.
- Respond to requests for Ministerial and other Government requirements as appropriate.

### **Selection criteria**

#### **Shapes and manages strategy**

- Inspires a sense of purpose
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

#### **Achieves results**

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

**Builds productive relationships**

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

**Exemplifies personal integrity and self-awareness**

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

**Communicates and influences effectively**

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

**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
- 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 3 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 6 months of appointment and every 3 years thereafter
- complete the Department’s Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

**Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

**DIRECTOR GENERAL**

Signature *W. Lodge*  
 Date 19/3/24

