



## Senior Consultant – Primary to Year 12 Achievements International Education

<b>Position number</b>	00042665
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<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 for the Authority's International Education program, including arranging contracts for new and existing schools; preparing documentation school moderation processes; undertaking school invoicing and financial reconciliation processes.
- Collect and maintain data necessary for the keeping of registration, enrolment and achievement records for students of compulsory school age at international schools, as required by the *Acts Amendments (Higher School Leaving Age and Related Provisions) Act 2005*.
- Implement, monitor and review policy, procedures and strategy for the collection of grades from Pre-primary to Year 12 which are associated with the implementation of the *Western Australian Curriculum and Assessment Outline* and WACE in international schools.
- Is responsible for collection of data and the quality assurance processes for the integrity of the student records.
- Liaise with, and support, international schools in administering the data collection and reporting requirement of the Authority for Pre-primary to Year 12.
- Liaise and consult with internal stakeholders and other organisations, including department staff, international schools, the Department of Training and Workforce Development, Technical and Further Education Western Australia (TAFEWA), schools, apprenticeship and traineeship providers and employers.
- Communicate policies and procedures related to the collection and maintenance of registration, enrolment and achievement data to international schools.
- Communicate policies and procedures related to the student database to schools, including facilitate information and Student Information Records Management (SIRS) and Student Records Management System (SRMS) training sessions provided to international schools.
- Liaise with the Manager, Strategic and External Relations to establish and maintain procedures for the incorporation of student and provider data into the Authority's database.
- Assist with the development, implementation and maintenance of data collection procedures associated with the collection of grades from Pre-primary to Year 12.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy

### Selection criteria

1. Demonstrated substantial skills and experience in managing data within established database programs.
2. Demonstrated highly developed conceptual and analytical skills with the ability to identify, clarify and analyse processes and generate appropriate strategies to address issues particularly in an international education context as this pertains to the establishment of the Western Australian Kindergarten to Year 12 curriculum.
3. Demonstrated highly developed oral and written communication skills, including the ability to consult with stakeholders at all levels.
4. Demonstrated substantial skills and experience in developing and implementing procedures and processes.
5. Demonstrated highly developed interpersonal skills, including the ability to work independently or as part of a team to meet planned outcomes and deadlines.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold or obtain a valid passport and be eligible to travel to Authority endorsed overseas destinations
- 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.

## ENDORSED

Date 18 April 2024  
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