



## Curriculum Support Officer

### Halls Head College

<b>Position number</b>	00040133
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 3.
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Halls Head College is available on [Schools Online](#).

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

### Key responsibilities

- Provide curriculum administrative support to the Principal, Deputy Principals and teaching staff, involving student and teacher timetables, grids, class structures and adjustments.
- Maintain a range of curriculum related databases, ensuring data integrity and generates reports in a timely manner.
- Extract and generate reports on educational measurement assessments, including the National Assessment Program – Literacy and Numeracy and Online Literacy and Numeracy Assessment.
- Undertake data transfers to internal and external stakeholders, including Department of Education, School Curriculum and Standards Authority, Reporting to Parents and Interim Reports.
- Provide administrative support for reporting to parents, including data rollout, course specific individual reports, parent interview bookings and appointment confirmations.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Coordinate examination and test rosters, venues and supervisors for examinations and tests, including Special Exam Conditions and collates and distributes examination and tests material.

## Selection criteria

1. Demonstrated ability to provide effective administrative support and input into development, implementation and monitoring of business systems.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities and meet deadlines.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed computer skills, including the ability to create, operate, manipulate databases, spreadsheets and extract reports.
5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

## 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 12 December 2019  
Reference D19/0571775