



## Manager – Curriculum and Assessment

### Curriculum, Assessment and Strategic Policy

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Curriculum and Assessment (EASEL9)
<b>Direct reports</b>	Principal Consultant – Secondary, Curriculum and Assessment x Various FTE (Level 7) Principal Consultant – Primary, Curriculum and Assessment x Various FTE (Level 7) Administrative Assistant x Various FTE (Level 2)

### 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 state-wide 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 the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the 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 the 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 the 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 the coordination of associated services and support.

Visit [scaa.wa.edu.au](https://scaa.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**

- Manage curriculum development and review in specific learning areas, together with assessment and moderation of that curriculum.
- Provide strategic direction in developing policy and procedures for curriculum, assessment, moderation, grading and setting of standards in all Western Australian schools.
- Provide strategic leadership for continuous improvement and building of organisational skills.
- Manage cultural change through delivery of strategic objectives.
- Prepare financial plans that take into consideration current and future requirements of allocated project budgets.
- Ensure that delegated authorities are properly documented and approved and internal controls and policies are followed.
- Manage, monitor and regularly review project budgets ensuring that expenses managed do not exceed allocated funds.
- Assist the Assistant Executive Director in managing allocated financial resources by providing a regular overview of the current financial status of projects.
- Manage and provide strategic leadership for curriculum development, accreditation and review processes.
- Manage and provide strategic leadership for developing assessment support documents and moderation activities.
- Manage implementation and review of approved curriculum, assessment, moderation and grading policies.
- Facilitate collaborative processes between school systems and sector, schools and other stakeholder organisations to share and generate ideas and monitor and review implementation processes.
- Provide advice, correspondence and briefings to the Minister, Board, school systems and sector and Assistant Executive Director, as required.
- Provide executive support to relevant consultative groups and working parties, as required.
- Manage a range of special projects that require consistent approaches across teams.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

## Selection criteria

### **Implements and manages strategy**

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes.
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

### **Achieves results**

- Evaluates ongoing project and program performance and identifies critical success factors.
- Establishes clear plans and timeframes for project implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may impact outcome and adjusts plans as required.

### **Builds productive relationships**

- Builds and sustains relationships with a network of key people internally and externally.
- Recognises shared agendas and works toward mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

### **Exemplifies personal integrity and self-awareness**

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved.
- Persists and focuses on achieving objectives even in difficult circumstances.

### **Communicates and influences effectively**

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

## 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
- 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
- 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 7 March 2024  
Reference D24/0150839