

## Senior Consultant, On-entry Assessment

### Student Assessment and Reporting

<b>Position number</b>	00019763
<b>Agreement</b>	Public Sector CSA Agreement 2022 or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant, On-entry Assessment (Level 7)
<b>Direct reports</b>	Nil

#### Context

The System and School Performance Directorate has three branches – Student Assessment and Reporting, System Performance and School Performance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- manage the On-entry Assessment program, Reporting to Parents (RTP), the application and selection processes for Gifted and Talented programs, the Online Incident Notification System (OINS) and the administration of Notices of Arrangements.

The Student Assessment and Reporting Branch provides services and has a major role in the following areas:

- providing support for the collection, monitoring and reporting of participation and engagement data, including administration of Notices of Arrangements for young people in Years 11 and 12 involved in approved options other than full-time schooling
- managing the On-entry Assessment Program
- managing the strategic and operational Gifted and Talented policies, processes and procedures including the selection of students for Primary Enrichment and Challenge (PEAC), secondary selective Gifted and Talented programs and the Olive A Lewis scholarship
- monitoring, analysing and reporting compliance with mandatory completion of documented plans for children in care and the child protection online training course for departmental staff
- coordinating processes pursuant to relevant legislation, including liaising with the Departments of Justice and Communities, the WA Police and Education Departments in other jurisdictions, for the sharing and release of confidential student information

- accessing, maintaining and enhancing the Student Tracking system including registering and updating details of students whose whereabouts are unknown
- providing data, analysis and advice related to system level student assessment and reporting
- supporting the development, enhancement and maintenance of key information systems and datasets related to system level student assessments and student participation and engagement.

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

### Key responsibilities

- Provide advice, assistance and support to schools and Department staff in relation to the On-entry Assessment program.
- Quality assurance online assessment and reporting functionality for schools.
- Liaise with the Information and Communication Technology Division on requirements for assessment components and online functions.
- Undertake development and maintenance of the On-entry Assessment website and related Ikon services.
- Provide assistance in the development of resources and information packs relating to the On-entry Assessment Program.
- Coordinate the distribution of all assessment resources to schools.
- Provide support and assistance with data management requirements and data requests related to On-entry Assessment.
- Support strategic planning, decision making and reporting by providing data analysis and interpretation in relation to the On-entry Assessment Program.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders, including the Catholic and Independent school sectors.

### Selection criteria

1. Demonstrated high-level understanding of contemporary issues in the assessment, measurement and reporting of student performance, particularly in the early education years.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues in the area of student assessment.
3. Demonstrated highly developed communication and interpersonal skills with the ability to undertake high-level consultations and negotiations.
4. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefing notes and resources.
5. Demonstrated extensive experience and expertise in early childhood education.

### Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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

- 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            31 May 2023  
Reference    D23/1183705