

## **Manager of Curriculum**

**AISWA** is seeking the services of a talented individual with a strong curriculum background to work with Independent Schools in the implementation of the WA Curriculum, Senior Secondary Curriculum and manage a team of consultants working in a number of curriculum areas. The Manager and the curriculum team will work with schools within the context of West Australian Curriculum and registration requirements for Independent Schools.

In addition to coordinating a team of curriculum consultants the Manager of Curriculum is expected to source, organise and deliver professional learning to schools to address a range of educational issues associated with the implementation of the Western Australian Curriculum.

As a part of supporting schools, the AISWA Manager of Curriculum will collaborate on joint projects with other AISWA consultants or other educational sectors and organisations. The ability to form positive working relationships with groups across different backgrounds is essential.

### **Criteria:**

- Demonstrated ability to manage a team, work as part of a team and work independently.
- Sound understanding of planning and assessment in the context of the Western Australian Curriculum.
- Ability to deliver and facilitate professional learning on the Western Australian Curriculum across the Years P-12.
- Strong understanding of the current WACE courses and graduation requirements and pathways
- Excellent oral and written communication skills.
- Computer literacy including competent user of mobile technologies
- Tertiary qualifications in education.
- Current drivers licence and own car.

### **Responsibilities:**

Applicants should be able to work with teachers in Independent Schools from a range of backgrounds, experience and philosophies. Responsibilities associated with the position of Manager of Curriculum would include, but not limited to, the following undertakings:

- Coordinate a small team of curriculum consultants and work collaboratively with all AISWA consultants on curriculum and related issues.

- Coordinate and conduct professional learning and teacher support workshops to assist with the delivery of a teaching/learning program and use of the achievement standards
- In-school support for teachers to develop teaching programs, assessment tasks and rubrics and other teaching resources for the new West Australian Curriculum
- Support teachers through review, advice and access to resources available from SCSA, ACARA and other sources in implementing the Western Australian Curriculum and WACE courses
- Develop and foster networks of teachers involved in implementing the Western Australian Curriculum and WACE courses
- Liaise and network with cross-sector representatives where relevant
- Liaise with other AISWA consultants to provide coordinated school support across a phase of learning
- Represent the WA Independent Sector on relevant Cross Sectoral committees

This is a full-time position. The position would commence in January 2017, or soon thereafter, for a period of three years with a view to an extension of further years, dependent upon securing the required funding.

Please see the attached job description for further information and/or contact Valerie Gould at [vgould@ais.wa.edu.au](mailto:vgould@ais.wa.edu.au) or 9441 1618.

Applications marked 'Private and Confidential' including a curriculum vitae, a paragraph addressing each of the criteria and the names and contact details of two referees should be sent to:

**Valerie Gould  
AISWA  
P O Box 1817  
OSBORNE PARK WA 6916**

**[vgould@ais.wa.edu.au](mailto:vgould@ais.wa.edu.au)**

**Applications close: 4.00 pm, Wednesday, 30 November, 2016**

## **Job Description for Manager of Curriculum**

1. Management of Curriculum Consultants
  - a. Employment of consultants
  - b. Team management, including goals, policy, services, responsibilities, advice, meetings
  - c. Oversight of budgets
  - d. Development and maintenance of the curriculum sections of the AISWA website
  - e. Development and maintenance of the curriculum sections of the AISWA sharepoint management system
2. Membership of the SCSA Curriculum and Assessment Committee
3. Participation in the SCSA Curriculum Cross Sectoral Working Group
4. School support in senior secondary WACE
  - a. Providing information to and consultation with school curriculum leaders
  - b. Providing services to support the Interpretation of school WACE data
  - c. Manage teacher representation on Curriculum Advisory Committees
  - d. Liaison with teachers of WACE courses regarding course issues and professional learning
5. School support for P-12 curriculum
  - a. Curriculum planning with schools to ensure compliance with the WA Curriculum and Assessment Outline
  - b. Implementation of Western Australian Curriculum
    - i. Develop advice and conduct briefings/workshops for school leaders for consultation and to support implementation
    - ii. Providing information through regular memos
    - iii. Coordinate delivery of school-based workshops
    - iv. Liaise within AISWA to provide integrated services to schools
    - v. Liaise with ACARA
  - c. Executive Officer for AISWA Education Policy Committee
6. Learning Area consulting (where appropriate to teaching experience)
  - a. Maintain and develop networks
  - b. Assist teachers to develop an awareness and engagement with Western Australian Curriculum
  - c. Represent AISWA at various advisory bodies including Curriculum Advisory Committee
  - d. Liaise and network with cross-sector representatives.

## **Employment Information Collection Notice**

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1. In applying for this position you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via:  
<http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.