



POSITION DESCRIPTION

POSITION TITLE	Manager, Early Childhood and Primary Education	
REPORTS TO	Director, Curriculum and Pedagogy	
MAIN PEOPLE INTERACTIONS	INTERNAL Director, Curriculum & Pedagogy Managers, Curriculum & Pedagogy Curriculum & Pedagogy Consultants Project and administrative support officers	EXTERNAL Leaders and educators within member schools State and National Curriculum authorities Professional associations Tertiary, community, and industry partners
POSITION PURPOSE	The primary goal of this position is to lead the development of programs and services that enhance schools' capacity to make informed decisions, supporting the transition to compulsory schooling and implementation of evidence-based pedagogies. As the Manager of Early Childhood and Primary Education, you will lead a team of consultants in the design and delivery a coordinated suite of programs and services that build the professional capability of the early childhood workforce and other educators, empowering them to translate evidence into practice and grow a culture of continuous improvement.	
PURPOSE, VALUES AND BEHAVIOURS	PURPOSE To lead, serve and advocate for the WA Independent Schools sector. OUR VALUES • Integrity • Service • Equity • Stewardship Integrity – We build trust through honesty and integrity As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders. Service – We actively listen, lead, and support our sector We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services. Equity – We celebrate choice and diversity We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community. Stewardship – We collaborate to deliver choice in education We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia. EXPECTED BEHAVIORS AND ATTITUDES: • Actively support AISWA's purpose • Comply with AISWA's values, policies, procedures, and codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace.	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Leadership	• Lead the strategic planning and development of Early Years and Primary programs and related projects. • Manage the development of resources aligned with the Early Years Learning Framework, Western Australian Curriculum, and National Quality Standard. • Monitor, evaluate and report on the impact of programs, projects and initiatives. • Identify, engage, and maintain relationships with strategic partners. • Lead, support, and develop a high-performing team of consultants. • Oversee the effective implementation and management of programs, projects and initiatives.
Stakeholder engagement	• Liaise and negotiate with school communities and external stakeholders to inform decision making. • Facilitate opportunities for school staff to access practical support, information, professional learning, and resources, including through the creation and management of networks and communities of practice. • Establish, build, and maintain alliances, partnerships, and strategic networks with a range of stakeholders, including cross-sector partners, academics, professional associations, industry representatives, and other relevant contacts at state, national, and international levels. • Communicate effectively with stakeholders through various formats, including presentations, reports, and meetings. • Represent AISWA on internal and external committees and working groups relevant to the role.
Assessment and Data Analysis	• Monitor research, trends, and data to ensure programs and activities are evidence-informed and responsive to member needs. • Analyse data to identify areas for improvement and to support effective decision-making.
Member Services	• Provide strategic leadership in the development and implementation of a coordinated suite of programs and services for members across Early Childhood and other identified areas.
Collaboration and Communication	• Work collaboratively as part of a multi-disciplinary team to support and inform Directorate activities. • Contribute expertise to joint projects in collaboration with other AISWA staff. • Cultivate effective communication channels to ensure timely sharing of information within AISWA and with members. • Engage with members to gather feedback, address concerns, and foster a culture of collaboration and continuous improvement.
Other	• Monitor budgets and staffing, making strategic resourcing decisions as required. • Represent AISWA member schools at meetings and events, advocating for favourable outcomes. • Lead and contribute to the preparation and submission of reports and other required documentation. • Act in the role of Director when required. • Perform other duties as directed by the Director, Curriculum & Pedagogy.
Position Selection Criteria	• Demonstrated ability to lead Early Years and Primary programs and initiatives. • Proven ability to lead teams and foster a culture of collaboration and continuous improvement. • Strong knowledge of the Early Childhood sector, including current trends, evidence-based pedagogical frameworks, research, best practice, and policy requirements. • Experience in planning, facilitating and delivering professional learning to diverse audiences.

	• Demonstrated experience in leading teams to achieve strategic objectives, including the effective management of human and physical resources. • Proven ability to collaborate effectively with diverse teams and stakeholders. • Exceptional communication, presentation, and interpersonal skills. • Proficiency in current educational technologies and their integration into curriculum and pedagogy. • Recent experience in leadership within the independent school sector is desirable.
Qualifications	• Master's degree or PhD in Education, or a related field. • A minimum of eight years' experience in educational leadership.