

Assistant Director – Australian Curriculum

STATEMENT OF DUTIES

AUGUST 2024

Number	975936
Portfolio	Development and Support
Branch	Curriculum, Teaching and Attainment
Section/Unit/School	Australian Curriculum
Supervisor	Executive Director Development and Support
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 3, Level 6 (ntb03/06)
Employment Conditions	Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide

Context

Tasmanian Government Schools implement the Australian Curriculum from Prep to Year 10. Teaching and Learning have a pivotal role in supporting principals, school leaders and teachers in delivering a curriculum that is contemporary, world-class and meets the needs of our students.

Primary Purpose

The Assistant Director of Australian Curriculum provides strategic leadership in the effective, system-wide implementation of the Australian Curriculum within DECYP schools. The incumbent will provide significant instructional guidance across curriculum, assessment and pedagogy to ensure that the Tasmanian education systems meets national standards. The role will work at both a state and national level to inform and influence advice to governance groups such as the Australian Education Senior Officials Committee (AESOC), and Education Minister to ensure Tasmanian interests are promoted.

Level of Responsibility/Direction and Supervision

Responsible for leading, managing and providing high-level authoritative advice to the Australian Curriculum and Numeracy teams.

The occupant is required to build and nurture collaborative partnerships and networks across business units within the Development and Support portfolio, including the Senior Secondary Provision, to ensure transparent and meaningful educational pathways.

The occupant will deliver system-wide priorities and strategies which improve literacy and numeracy outcomes for Tasmanian students.

The occupant operates with a high degree of autonomy in day-to-day activities, receiving broad direction from the Director and is required to exercise personal judgement and initiative to achieve broad objectives.

The incumbent will stay abreast of contemporary trends to synthesise research into the development of innovative solutions, evidence-based advice and recommendations for Principals, Teachers, Deputy Secretaries, the Secretary and Minister.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

In the delivery of the department's activities, the occupant must ensure that:

- Within the occupant's area of organisational responsibility, appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is lawful and reasonable, based on an objective standard.
- Decisions and actions promote a culture that upholds the rights of children and young people, to keep them at the centre of the Department's work and protect them from harm.

Primary Duties

1. Lead, manage and continually build the capability of the Australian Curriculum and Numeracy teams in the provision of high-quality professional learning, curriculum, assessment and pedagogical resources to ensure system-wide, evidence-based teaching practices aligned to the Departments priorities.
2. Liaise, consult and work collaboratively with Schools and Early Years leaders and the People, Capability and Development unit, to develop and deliver professional learning and educational resources which target the needs of DECYP teaching staff across the continuum of experience.
3. Lead the Australian Curriculum and Numeracy teams in the provision and implementation of effective moderation practices, processes and supports to ensure a consistent approach to assessment and reporting across DECYP schools.
4. Provide high-level strategic and influential advice, and input, to the Teaching and Learning leadership team to ensure that key priorities, initiatives and projects are coherently aligned to the Department's approach in building quality teaching.
5. Represent Teaching and Learning on relevant cross-agency and national forums including ACARA's Curriculum Directors Group, working parties and committees, with a view to inform, and be informed, of contemporary research and educational priorities while ensuring Tasmanian interests are promoted.
6. Strategically lead the revision, development and implementation of DECYP's 'Leading Systematic Curriculum Implementation Guide', 'Pedagogical Framework' and 'Numeracy Framework and Plan for Action' drawing on evidence-based research.
7. In collaboration with local, state and national stakeholders lead the system-wide improvement of literacy and numeracy outcomes from Prep to Year 10, through developing and implementing high quality professional learning, and curriculum, assessment and pedagogical resources that build quality teaching capability across DECYP schools.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the Work Health and Safety Act 2012 the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated high-level knowledge and expertise in contemporary curriculum, assessment and pedagogy as interdependent components of quality teaching practice, along with a sound knowledge and understanding of departmental policies and organisational objectives.
2. Demonstrated high-level leadership and change management skills including the ability to translate broad strategy into purposeful action by developing and leading programs and projects which improve educational outcomes, particularly in professional learning activities and resource development.
3. High-level strategic, conceptual, research and analytical skills with the ability to identify and synthesise relevant issues and priorities, make recommendations and exercise sound judgement.
4. Demonstrated experience in the management, planning, and allocation of administrative and information resources, together with a demonstrated high level of adaptability and flexibility with the capacity to achieve results in an environment of change.
5. High-level interpersonal skills including the ability to communicate with influence, negotiate persuasively, resolve conflict, develop effective network and work collaboratively across a wide range of complex stakeholder groups in order to contribute to the achievement of organisational outcomes.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- A registered teacher with full registration within the meaning of the *Teachers Registration Act 2000*.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 960250 – Director Human Resources – November 2020

Request:

Date Duties and Selection Criteria Last Reviewed: 11/20 VRH
