

Senior Secondary Education Lead – Curriculum

STATEMENT OF DUTIES

AUGUST 2024

Number	979148, 979149
Portfolio	Development and Support
Branch	Senior Secondary Provision
Section/Unit/School	N/A
Supervisor	Assistant Director – Senior Secondary Provision
Award/Agreement	Teaching Service (Tasmanian Public Sector) Award
Classification	Band 3, Level 4 (ntb03/04)
Employment Conditions	Permanent/Fixed-term, Full-time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	South, North

Context

The Senior Secondary unit undertakes high-level, strategic policy development and implementation in senior secondary education together with strategic, tactical and operational management of curriculum and assessment, regional partnerships, transition and career education and retention and attainment data, as well as high level project management and communications services, that reflect legislative requirements, government direction, national imperatives and state priorities for senior secondary education.

Primary Purpose

Lead the development and implementation of layered systems of support and guidance to schools in areas of senior secondary curriculum and complementary programs including the development, coordination, monitoring and review of professional learning materials and resources which enhance teaching and learning. To meet performance measures for the outputs and impacts of key actions, projects, milestones and commitments associated with curriculum, courses and assessment in Senior Secondary education.

Level of Responsibility/Direction and Supervision

Responsible for supporting school leaders and teachers to effectively implement Senior Secondary Curriculum and Complementary Programs, to monitor and assess evidence of student learning and the impact of teaching for improved student outcomes across the senior secondary years of schooling.

The occupant operates with a significant degree of autonomy in day-to-day activities with general guidance and support from the Assistant Director. The occupant is expected to interpret and work within established departmental policies and guidelines and will utilise significant judgement and initiative in applying contextual differences to guide their work outcomes.

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.

Primary Duties

1. Lead the development, design, delivery, implementation and maintenance of a range of universal, digital and physical resources and professional learning for leaders and teachers, through a layered system of support, to strengthen pedagogical knowledge,

confidence and capacity for using Senior Secondary Curriculum to plan, teach, assess, moderate and report.

2. Lead the development, implementation and review of curriculum and elements of Planned Programs of Learning in alignment with the Years 9-12 Curriculum Framework.
3. Strategically manage the analysis and synthesis of system data into the development and improvement of identified differentiated curriculum-focused resources and support.
4. Collaborate with other business units and organisations (TASC and Data Systems and Insights) to provide strategic guidance and maximise the benefit of resources for schools.
5. 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.
6. 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. Extensive knowledge and understanding of the Tasmanian Senior Secondary Curriculum, Planned Programs of Learning, Complementary Programs, and relevant DECYP guidelines, policies, and strategies, with the ability to effectively guide their implementation.
2. Proven leadership skills in supporting school leaders and teachers to confidently plan, teach and assess across a wide range of Senior Secondary Curriculum areas, with the capacity to work constructively as part of a state-wide team and collaborate across various contexts to enhance student outcomes.
3. Demonstrated ability to develop high-quality curriculum resources and professional learning programs tailored to diverse school contexts and teaching needs.
4. High-level proficiency in utilising digital technology to create and deliver effective online resources and professional learning.
5. Exceptional interpersonal skills in establishing and maintaining positive relationships with key stakeholders within the department, along with the ability to communicate persuasively and provide authoritative advice on Senior Secondary Curriculum implementation, delivery, and review.
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*.

Desirable

- Nil

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: 520040, Manager – Recruitment Operations – DATE

Request:

Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG
