

Assistant Director – Data & Assessment and Curriculum Programs

STATEMENT OF DUTIES

AUGUST 2024

Number	975935
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 deliver the Australian Curriculum from Prep to Year 10 along with implementing system-wide priorities such as the Lifting Literacy priority. Teaching and Learning have a pivotal role in supporting principals, school leaders and teachers in delivering on these requirements and providing mechanisms and tools to measure performance and improvement.

Primary Purpose

The Assistant Director provides high-level strategic advice as well as educational and instructional leadership in relation to the implementation of standardised data and assessment practices across the years of schooling. This includes strategic, tactical and operational leadership, and collaboration with internal and external stakeholders both at a state and national level.

The role will provide leadership and management of statewide teams responsible for delivering Curriculum Programs which directly intersect with schools Prep to Year 12. These programs include the Swimming and Water Safety Program and the Revitalising School Farms initiative.

Level of Responsibility/Direction and Supervision

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 strategic and tactical outcomes. In doing so the incumbent will build and maintain collaborative partnerships across the Department, leading a multidisciplinary team in the implementation of strategic and complex objectives related to curriculum.

The occupant is responsible for the identification, analysis, evaluation, implementation and procurement of tools and mechanisms that support data and assessment practices aligned to Departmental priorities, and which ensure the effective measurement of system-wide initiatives.

The occupant is responsible for providing high-level authoritative and influential advice, and recommendations, on broad and complex issues to senior management and relevant stakeholders, including principals, school leaders, teachers, Directors Principal Leadership, Deputy Secretaries, Secretary and the 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 a highly complex, responsive, effective and impactful, values-based service in the identified areas of data and assessment with a focus on identifying and sourcing effective tools, mechanisms and practices to support Departmental initiatives.
2. Proactively build and maintain internal and external relationships and cooperative partnerships, including with Data, Systems and Insights, to ensure that DECYP teaching and learning staff from Kindergarten to Year 12, are trained in high-level data literacy and assessment practices, connected to the Department's strategic direction for improved learner outcomes.
3. Manage and respond to complex enquiries, including those from the Minister's Office and provide high-level, authoritative leadership, analysis and advice at state and national levels, which support the achievement of Departmental strategic priorities and objectives, including a focus on safeguarding children and young people.
4. Represent Teaching and Learning on relevant cross-agency and national forums, working parties and committees, such as the Australian Education Research Organisation (AERO) with a view to inform, and be informed, of contemporary evidence-based research and data practices whilst promoting Tasmania's educational priorities.
5. Actively contribute to and influence the strategic leadership and management of business units, with a particular focus on ensuring the work of the Teaching and Learning team is informed by current state and national policy, especially in response to the Tasmanian Commission of Inquiry recommendations for safeguarding children.
6. Strategically lead the development, consultation and implementation of a revised DECYP assessment strategy, which synthesises contemporary evidence-based research, and facilitates collaboration and engagement with key stakeholders from the Schools and Early Years portfolio and external agencies such as AERO.
7. Lead Principals and other key stakeholders in the interpretation and effective use of triangulated data from NAPLAN, Progressive Achievement Tests (PAT) and DIBELS.
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 curriculum, assessment, pedagogy and data literacy with a sound knowledge and understanding of departmental policies and organisational outcomes to achieve the Department's strategic plan.
2. Demonstrated high-level leadership and management skills with a proven ability to translate broad strategy into purposeful action by developing and leading programs and projects.
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 capacity and skills to plan, allocate and be accountable for the management of administrative and information resources, together with a demonstrated high level of adaptability and flexibility and the capacity to achieve results in an environment of change.
5. Demonstrated extensive interpersonal skills, including the ability to communicate with influence, negotiate persuasively, resolve conflict, develop effective networks, facilitate meetings and work collaboratively across a wide range of complex stakeholder groups to support 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*.

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 – 25/09/2024

Date Duties and Selection Criteria Last Reviewed:
