

Subject Matter Expert (SME): Curriculum and Assessment (K-6)

Catholic Schools Office, Armidale

Position Description

[Click here to apply. Applications close 6 June 2022](#)

Position level	CSO Remuneration Framework Level 10 - Level 11 (dependent on leave options)
Salary (full-time)	\$118 788 - \$126 782
Reports to	School Performance Leader/s
Team	Mission and Learning
Location	Catholic Schools Office Armidale
Employment type	Full-time (1.0 FTE)
Employment status	3 year contract
Hours per fortnight	70 (Monday to Friday 8.30 am - 4.30 pm)

About the Catholic School's Office

The Catholic Schools Office (CSO) Diocese of Armidale serves 24 systemic schools; 19 primary, two central (K-10) and three secondary (7-12) across the New England and North West region of NSW. The Catholic Diocese of Armidale is the second-largest diocese geographically in NSW and within our boundaries are the major centres of Armidale, Tamworth, Gunnedah, Moree, Narrabri, Inverell and 13 other towns including; Uralla, Walcha, Guyra, Tenterfield, Glen Innes, Walgett, Manilla, Warialda, Barraba, Mungindi, Wee Waa, Boggabri and Quirindi. The CSO supports schools across the Diocese in building a Catholic Professional Learning Community for almost 1,000 employees in teaching and non-teaching roles, and 6,000 students.

Staff at the CSO are responsible for providing educational, administrative, information and communication technology, industrial, financial, and employee services support to these schools. All employees of the CSO have a shared vision: to work together and with school teams to improve learning, teaching and wellbeing, and to do this work with a common purpose centred on a

contemporary Catholic worldview of bringing all to the fullness of life.

For further information on the organisation, please visit www.arm.catholic.edu.au.

Position Purpose

The purpose of this role is to lead system improvement in K-6 Curriculum and Assessment, and build teacher knowledge, as well as building capacity in evidence-proven pedagogical approaches to the delivery of the syllabus (K-6). The work of the SME: Curriculum and Assessment (K-6) is aligned with the 14 Parameters and System Non-negotiables.

Commencement

The commencement date for this position will be negotiated with the successful applicant. Ideally the successful candidate will commence at the start of Term 3 2022.

Key Responsibilities

Duties related to the position would normally include but are not limited to:

Key area	Task
Curriculum & Assessment	<ul style="list-style-type: none">● Provide vision and leadership in the development of best practice in Learning and Teaching● Co-lead the roll out of the K - 6 curriculum to ensure fidelity of implementation● Lead Professional learning in assessment literacy.● Liaise with NESAs and ASC working parties.● Support the improvement of programming, pedagogy, moderation and assessment practices across the Diocese.● Aligns the work to the Armidale CSO Annual Improvement Plan (AIP) and system Non-Negotiables.
Building staff capacity	<ul style="list-style-type: none">● Build relationships between system and schools to develop assessment capability, i.e. Attend and lead PLT meetings and Staff Meetings.● Provide support to schools as they continue to build and strengthen Professional Learning Communities in schools.● Designs & provides professional learning in a variety of formats, based on data & research
Data	<ul style="list-style-type: none">● Building capacity of schools in the collection and analysis of system and school data

	<ul style="list-style-type: none"> ● Liaising with the School Performance Leaders to develop a deep understanding of the system narrative with regard to teaching and learning K-6 ● Collect data relating to learning and teaching outcomes including A- E data. ● Analyse system data to identify where teachers and school leaders need support and review and plan PD accordingly.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent

CSO Armidale reserves the right to alter roles and responsibilities requirements as required.

Selection criteria

General expectations of staff at the Catholic Schools Office

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with the Catholic Schools Office Armidale is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

General expectations of staff within the Mission and Learning Team

- Contribute to the ongoing development of a Catholic Professional Learning Community based on our Catholic Principles and Values.
- Articulate a vision for system improvement based on a sound understanding of what it means to be a Catholic Professional Learning Community, our Core Catholic Principles and Values, and the CSO “Non-negotiables”.

- Demonstrate strong relational and collaborative leadership skills that inspire high expectations for improving system and school performance through a sound change management approach.
- Demonstrate a deep understanding of contemporary learning and teaching, and academic pastoral care.
- Demonstrate the capacity to be a strong strategic and instructional leader who uses research, evidence of impact and past achievements to support and challenge school improvement.
- Demonstrate a commitment to lifelong learning through current professional learning and academic qualifications.

Essential criteria

- Minimum four-year teaching qualifications.
- Demonstrated recent, significant and successful contemporary classroom experience supported by supervisor references.
- Demonstrated deep knowledge of contemporary pedagogical practices and K-6 curriculum, with a demonstrated ability to implement these practices to a very high standard in contemporary classrooms.
- Demonstrated successful experience in the development and delivery of training programs for adult learners.
- Demonstrated very highly effective communication, interpersonal and negotiation skills with the ability to develop cooperative working relationships with a wide range of people and stakeholders.
- Current driver's licence and willingness to undertake travel including overnight stays to fulfil the requirements of the role.

Desirable criteria

- Postgraduate qualifications

Application

For questions regarding the professional nature of this position, please contact the Employee Services Team on (02) 6772 7388 or email jobs@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter and CV that clearly outlines your qualifications and career history.

Vaccination Requirements

All NSW school staff are required to have received two doses of an approved COVID-19 vaccine or have a valid contraindication medical certificate in accordance with the [Public Health \(COVID-19 Vaccination of Education and Care Workers\) Order 2022](#). These requirements are essential to gain employment with the Catholic Schools Office Diocese of Armidale. Your vaccination status may be discussed as part of the recruitment and selection process.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.