



POSITION DESCRIPTION

POSITION TITLE	Executive Support to Director, Curriculum and Pedagogy	
REPORTS TO	Director of Curriculum and Pedagogy	
MAIN PEOPLE INTERACTIONS	INTERNAL Director of Curriculum & Pedagogy Curriculum & Pedagogy Managers Curriculum & Pedagogy Directorate staff	EXTERNAL Member school staff External partners State and National educational organisations and other key stakeholders
POSITION PURPOSE	The primary focus of this position is to provide comprehensive, high-level executive and project management support to the Director of Curriculum and Pedagogy and the Curriculum and Pedagogy (C&P) Directorate. This role is integral to ensuring effective communication, coordination, and administration within the Directorate, contributing to the successful development and implementation of key initiatives.	
PURPOSE, VALUES AND BEHAVIOUR	<p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> 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.</p> <p><u>Equity – We celebrate choice and diversity.</u> 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.</p> <p><u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</u> 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.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA’s Purpose • Comply with AISWA’s Values, Policies, Procedures, and Codes <ul style="list-style-type: none"> • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
Executive support	<ul style="list-style-type: none"> • Provide high level Executive support for the Director of Curriculum and Pedagogy. • Support Executive Committees, including the Curriculum Reference Group by preparing agendas, minutes, and follow-up actions. • Prepare briefing notes, correspondence, reports, and advice on educational matters, ensuring documents are accurate, well-organised and professionally presented. • Assist in managing Directorate projects from initiation to completion. • Prepare project documentation including presentations, reports, and surveys. • Collect and collate data, generating regular reports for various projects and initiatives, including professional learning (PL) events, school visits, and PL evaluations. • Conduct research and analyse data to support decision-making. • Maintain register of contracts, committees, and subscriptions for the Directorate, ensuring records are up-to-date and reliable. • Assist in creating the AISWA Professional Learning calendar, Directorate newsletter, web content, and other publications as needed. • Assist with travel and accommodation logistics for Directorate staff, ensuring compliance with internal policies and budgets. • Assist in the organisation and coordination of training and development programs for staff. • Coordinate and assist with the induction of new Directorate staff. • Identify opportunities for process improvements and propose and implement enhancements to administrative and project management processes. • Coordinate Directorate events, including meetings and staff gatherings such as farewells.
Stakeholder engagement	<ul style="list-style-type: none"> • Liaise with the Executive Director, members of the Executive Leadership Team, staff, schools, and external bodies as required. • Liaise with multiple stakeholders to organise events, research projects, school visits and tours. • Consult with relevant stakeholders, including school staff at all levels.
Position Selection Criteria	<ul style="list-style-type: none"> • In-depth knowledge of relevant MS Office suite. • Experience with large databases, CRS and/or LMS systems. • Demonstrated experience in office administrative practices and procedures, including problem-solving and adaptability. • Ability to contribute to a team in a professional and collaborative manner. • High level of communication and interpersonal skills, with experience liaising and consulting with internal and external stakeholders. • High level of confidentiality, tact, discretion, and initiative. • Excellent organisational skills, including the ability to prioritise, pay attention to detail, and meet regular deadlines. • Current driver's license and own vehicle. • Current National Police Clearance.
Qualifications	<ul style="list-style-type: none"> • Degree in Business Administration or a similar field. • Degree in Project Management or a similar field.
<p>Note: This is an office-based role and regular working from home arrangements do not apply.</p>	