



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Manager, Curriculum and School Improvement</b>	
<b>REPORTS TO</b>	<b>Director, Curriculum and Pedagogy</b>	
<b>MAIN PEOPLE INTERACTIONS</b>	<b>INTERNAL</b> Director, Curriculum & Pedagogy Manager, Leadership and Teaching Excellence Curriculum & Pedagogy Consultants Project and administrative support officers	<b>EXTERNAL</b> Senior and middle leaders within member schools State and National Curriculum authorities Professional associations Tertiary, community, and industry partners
<b>POSITION PURPOSE</b>	The primary goal of this position is to lead the development of programs aimed at enhancing schools' capacity to make informed, evidence-based decisions, thereby enhancing educational outcomes for students. As the Manager of Curriculum and School Improvement, you will lead a team of consultants to develop a coordinated suite of programs and services grounded in evidence that build and grow leader and teacher capability and support schools in their continuous endeavours to enhance educational quality.	
<b>PURPOSE, VALUES AND BEHAVIOURS</b>	<p><b>PURPOSE</b> To lead, serve and advocate for the WA Independent Schools sector.</p> <p><b>OUR VALUES</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Service</li> <li>• Equity</li> <li>• Stewardship</li> </ul> <p><b><u>Integrity – We build trust through honesty and integrity.</u></b> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><b><u>Service – We actively listen, lead, and support our sector.</u></b> 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><b><u>Equity – We celebrate choice and diversity.</u></b> 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><b><u>Stewardship – We collaborate to deliver choice in education.</u></b> 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><b>EXPECTED BEHAVIORS AND ATTITUDES:</b></p> <ul style="list-style-type: none"> <li>• Actively support AISWA's Purpose</li> <li>• Comply with AISWA's Values, Policies, Procedures, and Codes</li> <li>• Adhere to all Health and Safety laws and contribute to a safe and healthy workplace.</li> </ul>	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead the planning and strategic development of AISWAs curriculum and school improvement suite of programs and services.</li> <li>• Assist schools in implementing collaborative inquiry cycles and data analysis to inform improvement planning.</li> <li>• Develop and update resources that support curriculum and school improvement planning and initiatives.</li> <li>• Monitor and evaluate the impact of programs and initiatives.</li> <li>• Identify and liaise with strategic partners on projects and initiatives.</li> <li>• Lead and develop a high performing team of consultants.</li> <li>• Lead and oversee the management of projects.</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• Liaise and negotiate with school communities and external stakeholders to inform decisions.</li> <li>• Facilitate opportunities for school staff to access practical support, information, professional learning, and resources including the creation and management of networks and communities of practice.</li> <li>• Establish, build, and maintain alliances, partnerships, and strategic networks with a range of stakeholders, including cross-sector partners, academics, professional associations, industry representatives, and other relevant contacts at the state, national, and international levels.</li> <li>• Communicate effectively with stakeholders through various mediums such as presentations, reports, and meetings.</li> <li>• Represent AISWA on internal and external committees and working groups pertinent to the role.</li> </ul>
<b>Assessment and Data Analysis</b>	<ul style="list-style-type: none"> <li>• Monitor research, trends, and data to ensure programs and activities are data driven and reflective of member needs.</li> <li>• Analyse data to identify areas for improvement and to inform decision-making processes.</li> </ul>
<b>Member Services</b>	<ul style="list-style-type: none"> <li>• Strategically lead the development and implementation of a comprehensive suite of Curriculum and School Improvement programs and services for members.</li> </ul>
<b>Collaboration and Communication</b>	<ul style="list-style-type: none"> <li>• Work as part of a multi-disciplinary team to support and inform school improvement initiatives.</li> <li>• Collaborate on and contribute expertise to joint projects with other AISWA staff.</li> <li>• Cultivate effective communication channels to ensure timely dissemination of information internally and with members.</li> <li>• Engage with members to solicit feedback, address concerns, and foster a collaborative educational environment.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Monitor budgets and personnel and make strategic resourcing decisions.</li> <li>• Attend meetings and events to represent AISWA member schools and advocate for favourable outcomes.</li> <li>• Lead and/or assist in the preparation and submission of required reports and other documentation.</li> <li>• Assume the role of Director when necessary.</li> <li>• Perform other duties as assigned by the Director, Curriculum &amp; Pedagogy.</li> </ul>

<b>Essential Qualifications and skills</b>	<ul style="list-style-type: none"><li>• A Master's or PhD. Degree in Education or a related field.</li><li>• Minimum of 8 years' experience in educational leadership, with a significant focus on curriculum leadership.</li><li>• Demonstrated ability to lead programs and initiatives related to curriculum and school improvement.</li><li>• Proven track record of effectively leading teams and fostering a culture of collaboration and continuous improvement.</li><li>• Strong knowledge of educational trends, standards, pedagogical theories, research, and best practices, particularly in school improvement models and frameworks.</li><li>• Experience in planning and delivering professional learning with diverse audiences.</li><li>• Ability to effectively collaborate with diverse teams and stakeholders.</li><li>• Exceptional communication, presentation, and interpersonal skills.</li><li>• Proficiency in current educational technologies and their integration into curriculum and pedagogy.</li></ul>
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