



POSITION STATEMENT

Curriculum Administrator

ROLE PURPOSE

The POSITION is responsible:

For support of the Senior Leadership and Secondary School Middle Managers in the development and data checking of curriculum content and assessments.

KEY RESULT AREAS AND RESPONSIBILITY

KEY RESULT AREA: OVERSEES TESTING & STORING & ANALYSIS OF DATA

- Coordinate internal & external testing Year 3 - 12, including entry testing, NAPLAN, OLNA, WACE exams.
- Responsible for keeping abreast of leading practices both locally and globally to ensure Penrhos remains a leading College and centre of educational excellence.
- Working with Heads of Departments, and Heads of Students to data check of reports, proposed examinations, information shared with parents.

KEY RESULT AREA: EXAMINATIONS

- Support the Dean Learning & Teaching oversight of examination periods (including arrangement of exam timetable & associated rooming, co-ordination and printing of exams and provision of examination papers: booking and arranging invigilation)
- Data checking
- Coordinate internal and external examinations and testing.

KEY RESULT AREA: ACADEMIC ADMINISTRATION

- Support the Manager Secondary Administration's oversight of SCSA and reporting
- Reporting & Mark books (LMS)
- Support for administration of Academic Awards

KEY RESULT AREA: PARENT TEACHER INTERVIEWS

- Coordinates and manages years 7 to 12 PTI's
- Ensures data base management is accurate
- Creates the roster for staffing of PTI's in equitable fashion
- Arranges the catering and booking

KEY RESULT AREA: VOCATIONAL EDUCATION

- Assist with VET Program assessment coordination, Mark Books

KEY RESULT AREA: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

"Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury." AISWA Duty of Care Policy 1105.doc.

KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College's educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College's needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.



SELECTION CRITERIA

EXPERIENCE:

Essential:

- Experience in school administration.
- Experience in coordinating testing and examinations and associated reporting
- Experience managing SCSA processes and reporting.

SKILLS & ATTRIBUTES:

Essential:

- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy.
- Strong communication & interpersonal skills.
- Strong work ethic; highly motivated and an eye for detail
- The ability to work independently and as part of a team.
- A demonstrated commitment to equity and diversity.



AUTHORISATION

Prepared by: People Services

Authorised by: Principal & Director of People Services

Approved by:
Principal

Date: March 2026

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and can actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student' best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.

