

Position Description



Education
Public Schools

Division	Educational Services Division
Directorate	School Services Directorate
Business Unit	Various
Position Number	Various
Title	P-2 Initiatives Officer
Classification	SEO1
Brief Role Statement	Supporting teachers and schools to implement the Department's P-2 initiatives including literacy and numeracy, Best Start, and transition.
Statement of Duties	<ul style="list-style-type: none"> • Assisting, advising and supporting classroom teachers to achieve enhanced literacy and numeracy outcomes. • Identifying issues and researching P-2 initiatives relating to Early Childhood Education and Care including preschool education to provide advice to senior officers. • Managing projects that contribute to the development and implementation of P-2 initiatives in NSW public schools relating to preschool and/or early childhood education. • Contributing to the implementation and evaluation of state and national initiatives and policies and their implications on P-2 curriculum implementation in NSW public schools. • Partnering with and between schools to implement and evaluate professional learning strategies for school staff in the delivery of P-2 initiatives. • Coordinating assessment processes and delivering professional learning to support the implementation of Best Start in schools. • Collaborating with schools to develop effective transition programs for students. • Supporting Departmental preschools in implementing relevant regulatory requirements for prior to school services.
Selection Criteria	<ul style="list-style-type: none"> • Teaching qualifications and recent school based experience within the K-12 range • Demonstrated commitment to participating in accreditation processes • High level written and oral communication and interpersonal skills and the ability to maintain accurate and comprehensive written records • Proven ability to work independently and as part of a team • Demonstrated ability to develop and deliver professional development programs for teachers • Proven successful experience in the planning, design, development, budgeting and evaluation of quality programs • Capacity to innovate, problem solve and develop creative solutions to emerging issues • Demonstrated knowledge of relevant early childhood frameworks, curriculum content and understanding of current trends in teaching, learning and student

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| | <p>wellbeing.</p> <ul style="list-style-type: none">• Knowledge of and commitment to the Department's Aboriginal education policies |
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