

Division	Public Schools
Directorate	Home Schooling
Business Unit	Home Schooling Unit
Position Number	TBD
Title	Home Schooling Authorised Person
Classification	Rate per Occasion Payment Model
Brief Role Statement	<p>Authorised Persons are highly experienced NSW teachers and educational leaders who conduct assessments of applications for home schooling registration in the home of the applicant. The Authorised Person's assessment considers the home schooling provisions of the Education Act 1990 and the applicant's compliance with requirements for home schooling registration, as described in the Guidelines for Home Schooling Registration in NSW (the Guidelines). Authorised Persons will provide reports and recommendations to the Department of Education relating to applications for home schooling registration.</p>
Statement of Duties	<ul style="list-style-type: none"> • Assessing applications for home schooling registration, which involves contacting the applicant to set a date and time for the assessment to be conducted by home visit. • Conducting home visits to assess applications and prepare reports, making recommendations based on the Guidelines for Home Schooling Registration in NSW. • Evaluating evidence of compliance with registration requirements and preparing assessment recommendations in accordance with the Act and relevant Guidelines. • Maintaining detailed business records in adherence with departmental policies and procedures. • Maintaining knowledge (as mandatory reporters) in relation the department's child safety, welfare and wellbeing protocols. • Managing collaborative relationships with internal and external stakeholders with diverse and competing priorities and interests. • Managing competing priorities to submit high quality assessment reports on time in keeping with departmental policies and procedures. • Attending Official Business meetings, professional learning sessions and attending and providing expert advice at NCAT hearings as required.

Selection Criteria	<ul style="list-style-type: none"> • Teaching qualifications and recent NSW school based experience within the K-12 range or recent NSBTS experience. • Experience in school leadership such as leading curriculum implementation with a demonstrated understanding of a range of approaches to teaching and learning. • Demonstrated ability to make sound and evidence-based professional judgements, combined with an understanding and appreciation of home schooling as a viable educational option. • High level written and oral communication and interpersonal skills and experience in the preparation of documents including briefings, reports and correspondence. • Proven ability to liaise and negotiate with a range of stakeholders and work collaboratively within and across teams. • Proven ability to meet deadlines, provide sound advice and work independently • Capacity to use information and communication technologies for communication, to prepare reports and to maintain currency with syllabuses, support materials and other relevant resources. • Demonstrated understanding of their role as Mandatory Reporters and knowledge of the department's child safety, wellbeing and welfare home schooling protocols and a commitment to uphold these • Knowledge of and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people. • Demonstrated understanding of and commitment to the value of education.
---------------------------	---