



Position Title: Professional Leader – NSW NAPLAN 2024

Department: Pearson Assessment Services

Reports To: Mark Bailye

Direct Reports: NESA and Marking Centre Managers

Location: Professional Leaders will work onsite from the Pearson Marking Centre at the Canterbury Park Racecourse in Sydney.

Purpose of this Position

You will be part of one of the largest learning companies internationally and work alongside like-minded professionals in assessing a range of NAPLAN Writing responses from Year 3, 5, 7 and 9 students. As a Professional Leader, you will act in the role of leading the marking operation on behalf of Pearson, ensuring quality levels and standards are kept and maintained at all times.

Key Responsibilities

Attend centre leader training in the application of the National marking rubric (NAPLAN Extended Writing) led by ACARA.

Participate in all training in a leadership role.

Monitor daily control script reports (Marking Centre Management report) in tandem with the NESA Centre Leader and flag daily non-compliance.

Work closely with the NESA Centre Leader in interpreting drifts or swings in the results of control scripts and assist in centre remediation activities as required.

Guide and assist Group Leaders in determining drifts or swings affecting quality of script marking by individual markers.

Liaise closely with other Professional Leaders and stakeholders with respect to monitoring and re-training if and as is necessary.

Monitor the performance of Group Leaders.

Mark scripts and check marks as required.

In consultation with the NESACentre Leader, co-ordinate feedback statements and delivery times.

Maintain the security and confidentiality of all assessment information and materials.

In consultation with the NESACentre Leader, co-ordinate pairwise marking.

- selection of suitable scripts
- identification of suitable markers for pairwise
- training markers in pairwise marking
- managing logins including recording time spent
- meeting deadlines.

In consultation with the NESACentre Leader, co-ordinate QA marking.

- remarking of pilot scripts identified
- selection and management of QA markers
- allocating scripts for remarking
- approving timesheets.

In consultation with the NESACentre Leader, review and assessment of scripts of concern.

- keep records of scripts identified
- follow up concerns with school principals

Requirements

Professional Leaders are required to be available for the entire period of live marking, including training.

- Marking period: approximately 4 - 6 weeks.
 - Training period: early-March 2024.
 - Marking will begin immediately after the training period and continue until approximately mid to late April.
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Professional Leaders are required to be available to work a 5-day weekday shift (Day or Evening), and one weekend shift (Saturday or Sunday) during the training and marking period.

Have good interpersonal skills and maintains a helpful, courteous, and professional manner at all times.

Possesses excellent communication skills – written and verbal.

Be punctual, reliable and demonstrate excellent organisational skills.

Have great attention to detail.

Possess the ability to follow direction.

Possess the ability to assume responsibility and act autonomously as required.

Comfortable in a role that requires disciplinarian responsibilities.

Have an approachable, enthusiastic, and personable attitude.

Key Relationships / Stakeholders

Markers	Evaluates and scores NAPLAN writing responses.
Group Leaders	Monitors the daily productivity, quality and attendance of their team.
NESA Representatives	Pearson works closely with the NSW Education Standards Authority in the delivery of assessments around NAPLAN to students throughout NSW and ACT.
Marking Centre Managers	Oversees all matters around marking progress, marking quality and any issues that may arise during the course of the operation.

Qualifications and/or Experience

Mandatory

Have previous experience as a NAPLAN Group Leader or Professional Leader.

Mandatory

Have current or recent experience in teaching (including recently retired, casual, on leave or currently employed teachers).



Mandatory

Have a sound knowledge of grammar and its structures.

Mandatory

Be able to use a computer to conduct marking and complete appropriate training.

Preferable

Previous experience in a leadership role.

Preferable

English teaching background.

Other Relevant Information

This position description is indicative of the range of job requirements.

The job comprises other duties as required.

It is the responsibility of all employees to ensure they behave in a way that is consistent with the company's Code of Conduct and its policies and procedures.