QATs
Quality Assessment Tasks

Position description.

Position title	Writer
Location	Remote
Reports to	Publishing Coordinator
Type of role	Contract

Position summary

The QATs writer develops a specified task aligned with their subject expertise. The task is agreed with Janison's Publishing Coordinator and reflects the relevant state's assessment authority's requirements and syllabus. The writer is a highly experienced, practising teacher.

Key responsibilities

- Liaise regularly with the Publishing Coordinator to submit a high-quality draft by the agreed date.
- Accurately apply the assessment authority's requirements to produce an agreed high-quality resource for teachers.
- Consider all comments and feedback provided by the Publishing Coordinator and external reviewer to deliver a final draft within an agreed timeframe.
- Maintain the security and confidentiality of all task information and materials.
- Comply with Janison's Service Agreement and Schedule – including in relation to copyright.

Direct reports: Nil
Indirect reports: Nil

Experience, skills & qualifications

Experience – Criteria	Essential	Desirable
A relevant undergraduate or postgraduate degree and demonstrated senior secondary teaching experience.	☒	☐
Understanding of student performance in relevant subject area at the senior secondary level of schooling.	☒	☐
Computer literate in the use of spreadsheet, word processing, email, web browser and other relevant programs.	☒	☐

QATs
Quality Assessment Tasks

Ability to work independently in an online and offsite environment.	☒	☐
Experience in marking HSC/VCE/QCE/SACE assessments.	☐	☒

Disclaimer: *The information written in this position description indicates the general nature and level of work to be performed. This position description is not designed to contain or be interpreted as comprehensive of every position duty, responsibility, or qualification required by a contractor for this role.*