

## **Advertisements**

# **Curriculum Writers and Markers**

## 2002 School Certificate and Higher School Certificate Marking

BOS  
19/02

### Employment of Markers

The Office of the Board of Studies wishes to advise that application forms for markers will be dispatched on Thursday 7 March to all NSW high schools and Institutes of TAFE.

Marking of the 2002 School Certificate tests and Higher School Certificate examinations will take place in varying periods between July and November. The marking venue for each subject/course is listed on the application form.

Each applicant from 2001 was sent a marker application form in 2002. It is not a guarantee of employment for 2002 nor is it limiting last year's applicants to apply for the same subject.

As a general guide, three years combined experience teaching the new and old subject/course in NSW at the appropriate secondary level is regarded as a minimum requirement for appointment as a School Certificate or Higher School Certificate marker. The minimum number of years teaching required is dependent on the pool of applicants in the particular subject/course. A successful applicant is also expected to have recent experience in teaching the course.

Please note: If there are sufficient successful applicants listing a subject as their first priority, no further consideration will be given to applicants listing that subject as their second, third etc priority. Applicants are encouraged to list as their first priority the subject they are most qualified to mark.

*CLOSING DATE for applications: 28 March 2002.*

*Each applicant from 2001 was sent a marker application form in 2002. If you did not apply to mark in 2001, application forms and further information can be obtained from school principals or by contacting the Office of the Board of Studies on (02) 9367 8137 and (02) 9367 8183.*

### Curriculum Writers – Call for Expressions of Interest

BOS  
20/02

To assist with the management of its Stages 4–5 syllabus development program, the Office of the Board of Studies is creating a register of curriculum writers. This register will be used to select writers to undertake tasks at various stages of the year. Depending on their current employment situation, the selected writers will be contracted or deployed (subject to approval of the current employer) to undertake the writing tasks.

People with expertise in writing syllabuses, support documents or units of work, and/or with expertise in the conduct of educational research, are invited to submit an expression of interest for inclusion on the register. Expressions of interest are particularly sought from people with skills and interests in the writing of Years 7–10 syllabuses in:

- Creative Arts
- Human Society and Its Environment
- Languages
- Technological and Applied Studies.

The register will be used to identify potential syllabus writers or to identify writers to undertake other tasks associated with the development of syllabus materials. People submitting an expression of interest will be advised on the outcome of the application. Once particular tasks are identified, the potential writers will be contacted to discuss any further requirements of the task or to provide further information on which to base the selection of writers.

The selected writers will work under the direction of a Project Manager who will have overall responsibility for coordinating and managing each of the tasks associated with the development of the materials, and for ensuring that the project is completed to an acceptable standard, on time, and within budget. For some projects there may be several writers who will be required to work collaboratively.

Selected writers will be expected to attend regular meetings and, in most cases, will be required to undertake their writing at the Office of the Board of Studies, 117 Clarence St, Sydney.

#### Confidentiality

Writers may be required to give an undertaking that they will maintain confidentiality in relation to the project being undertaken.

**Expression of Interest to Register as a Curriculum Writer**

The application form should be completed and submitted, along with the required supporting statements and documentation, to:

Ms Julie Hurrell  
K–10 Senior Curriculum Officer, Curriculum Branch  
Office of the Board of Studies  
GPO Box 5300 SYDNEY NSW 2000  
Phone: (02) 9367 8200

While it will be possible to make additions to the register over time, interested people are encouraged to submit their applications as soon as possible to ensure that they can be considered for work on the current development of syllabuses for Stages 4–5.

**Placement on the Register**

Selection of potential writers for placement on the register will involve consideration of the following criteria:

- demonstrated knowledge in the area (evident through educational qualifications and work resumé)
- practical teaching experience in relevant areas (evident in work resumé)
- demonstrated experience in curriculum development or evaluation in an educational environment (evident in work resumé and curriculum writing experience)
- high level of writing skills (evident in curriculum writing experience).

**Application Form**

Name: .....

Address: .....  
..... Postcode: .....

Ph:(H) ..... (W) .....

Fax: ..... Email address: .....

Current Work Location: .....

QUALIFICATIONS (Please list any educational qualifications) .....

**EXPERIENCE**

*Resumé attached (Please attach a brief work resumé)*

**Teaching or related experience**

Lower Secondary  Upper Secondary  Other

**Subject area(s)** .....

*Please attach a brief summary of other relevant experience*

**Curriculum writing experience**

Syllabus, support materials: .....

Textbooks: .....

VET materials: .....

Other: .....

*Please attach a brief summary of relevant documents and the names and contact details of (at least) two referees who can verify your involvement in the production of the document(s).*

**Educational Research**

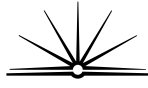
Masters/PhD research experience: .....

Other research skills/experience (*Please attach a brief summary*)

**Computer Skills**

Word Processing  Other .....

Signature of Applicant: ..... Date: .....



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