

Curriculum Writers: Expressions of Interest

Curriculum Writers — Call for Expressions of Interest

To assist with the management of its 2001–2004 syllabus development program for Years K–10, the Office of the Board of Studies is updating its 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, work samples or units of work and/or in the conduct of educational research are invited to submit an expression of interest for inclusion on the register. The expression of interest may be in particular KLAS/subjects and stages of schooling.

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. 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 two or three writers involved and the writers will need to work collaboratively in these cases.

Selected writers will be expected to attend regular meetings at the Office of the Board of Studies and in some cases will be required to undertake their writing in the office at 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.

Submission of an Expression of Interest

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

K–10 Curriculum Framework Project Officer
Curriculum Branch
Office of the Board of Studies
GPO Box 5300
SYDNEY NSW 2001

While it will be possible to make additions to the register over time, interested persons are encouraged to submit their application as soon as possible after receipt of this information to ensure they can be considered for projects which commence during Term 1, 2001. This consideration particularly applies in relation to the development of:

- the English Syllabus for Years 7–10
- the Mathematics Syllabus/es for Years K–10
- Languages:
 - Chinese
 - Indonesian
 - Japanese
 - Korean
- Science work samples for Stages 4 and 5

and to the possible development of:

- Vocational education and training (VET) curriculum frameworks in the following areas:
 - Automotive
 - Child Studies
 - Entertainment
 - Health
 - Sport and Recreation

Queries regarding this call for expressions of interest can be directed to:

Tony Moore
Senior Project Officer
K–10 Curriculum Framework
Office of the Board of Studies
Phone (02) 9367 8422

Placement on the Register

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

- demonstrated knowledge of the Key Learning Area/Subject (evident through educational qualifications and work resume)
- practical teaching experience in relevant area (evident in work resume)
- demonstrated experience in curriculum development or evaluation in an educational environment (evident in work resume and curriculum writing experience)
- high level of writing skills (evident in curriculum writing experience).

Expression of Interest — Register of Curriculum Writers

Name:

Address:

..... Postcode:

Ph: (H) (W)

Fax: e-mail address:

Current Work Location:

QUALIFICATIONS (Please list any educational qualifications):

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EXPERIENCE

Resume attached (Please attach a brief work resume)

Teaching or related experience

Early Childhood	<input type="checkbox"/>	Primary	<input type="checkbox"/>	Lower Secondary	<input type="checkbox"/>
Upper Secondary	<input type="checkbox"/>	TAFE	<input type="checkbox"/>	Other	<input type="checkbox"/>

Subject area(s) (if applicable):

Please attach a brief summary of other relevant experience

Curriculum writing experience

Syllabus, support materials:

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Textbooks:

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VET curriculum and support materials:

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Other:

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Please attach a brief summary of relevant documents and 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:

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

Relevant industry experience *(Please attach a brief summary)*

Computer Skills

Word Processing	<input type="checkbox"/>	Editing	<input type="checkbox"/>	Spreadsheets/Databases	<input type="checkbox"/>
Graphics	<input type="checkbox"/>	Layout	<input type="checkbox"/>		

Please specify software (eg MS Word, WordPerfect, Excel, Access, PageMaker etc)

Signature of Applicant: Date:

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