

Position description

Group Leader, National Assessment Program — Literacy and Numeracy (NAPLAN)

Employment	Casual	Closing date	10 November 2023
Location	Online	Last reviewed	August 2023
Branch & Division	External Assessment Branch, Assessment, Reporting and ICT Division		
Contact	National Assessment Program — Literacy and Numeracy (NAPLAN) Unit Email: naplan@qcaa.qld.edu.au Phone: 1300 214 452		

Queensland Curriculum and Assessment Authority

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body of the Queensland Government established under the *Education (Queensland Curriculum and Assessment Authority) Act 2014*. In collaboration with a broad range of stakeholders and partner agencies, the QCAA plays a critical role in the design and delivery of education in Queensland.

The QCAA is responsible for kindergarten guideline and senior secondary syllabus development, and for providing resources and services to help teachers develop curriculum, teaching and learning programs from kindergarten to Year 12. It also provides testing, assessment, moderation, certification, and vocational education and training services to Queensland's education community.

Our vision: Leading curriculum and assessment for a future-ready Queensland.

Our purpose: To provide high-quality curriculum, assessment and reporting services that enable equity, excellence, public confidence, and lifelong learning.

Your team: NAPLAN marking operation

The NAPLAN Unit is part of the QCAA's Assessment, Reporting and ICT Systems Division. The QCAA employs and trains casual employees to mark student responses for the annual NAPLAN writing test, using an online marking platform.

Reporting relationships

All NAPLAN writing test markers work within assigned groups, under the guidance and support of a group leader. Each group leader reports to a professional leader for guidance and support. Professional leaders report directly to the manager of marking. QCAA staff perform the role of manager of marking and oversee the marking operation.

Major responsibilities

Applications are invited from practising Queensland teachers, and non-practising or retired teachers, from all areas of Queensland to mark in the 2024 NAPLAN writing test marking operation.

As a group leader you are required to:

- be available to mark and perform group leader duties for the duration of the 2024 NAPLAN marking operation
- be able to work from home in a secure way that ensures the confidentiality and security of student writing scripts, assessment information and materials
- successfully complete all required training in accordance with QCAA procedures and instructions. Refer to the 'Training and marking' section of this document
- work with professional leaders and managers of marking to uphold quality assurance measures and communicate marking priorities to markers
- monitor the performance of markers and assist in marker evaluation
- book and host meetings with markers within their nominated two-hour meeting window as required and provide professional assistance, feedback and retraining to markers as required
- attend meetings with professional leaders and managers of marking
- be receptive to ongoing support and instruction from professional leaders and managers of marking as part of quality assurance protocols
- mark scripts and undertake quality assurance marking in accordance with the training provided by the QCAA and ACARA and advice provided by professional leaders and managers of marking
- be available for **at least** the minimum requirements as outlined in the 'Group leader commitment' section on p. 3 of this document
- follow marking operation procedures as detailed in the *Handbook for markers* and *Procedures for group leaders* documents
- maintain accurate records of marker progress and all marker monitoring activities, including meetings with markers and retraining of markers.

Further information on roles and responsibilities will be covered during the role-specific training webinar.

Training and marking

Once appointed, all group leaders will be required to:

- successfully complete an online ACARA NAPLAN writing marking course
- attend a four-hour procedure training webinar on Saturday 9 March 2024
- attend a full-day group leader/professional leader training webinar on Saturday 16 March 2024, covering the 2024 NAPLAN writing prompts and role-specific training
- score and submit five compliance scripts at the conclusion of the full-day group leader/professional leader training webinar on Saturday 16 March 2024

Please note that training webinars will not be repeated, so it is imperative that you are present for all sessions on the required dates.

To be eligible for employment as a group leader, all training must be successfully completed.

The marking of all NAPLAN writing tests will be completed remotely (online) using a marking platform. Live marking is expected to commence on Tuesday 19 March 2024.

Group leader commitment

The NAPLAN marking operation will run for approximately four weeks or until all student scripts have been marked.

No marking is conducted over the Easter long weekend.

As a minimum, group leaders are required to:

- monitor and support markers for a minimum of five hours on each weekday (at least three hours of which must be completed between 4 pm and 8 pm) for the duration of the marking operation
- monitor and support markers for a minimum of seven hours over each marking weekend for the duration of the marking operation. Group leaders may take one day off each weekend.

Group leaders are encouraged to complete additional hours and general script marking if able to do so.

All group leaders are expected to be present for the duration of the NAPLAN marking operation. This is vital for ensuring consistency of marking and for planning the overall marking operation.

What we are looking for

Group leaders are required to:

- complete and submit a NAPLAN marker application in the Assessor Jobs app ([QCAA Portal](#)). Applicants will be able to indicate their interest in a group leader role within their NAPLAN marker application
- have a current Queensland teacher registration number (or have previously held a teacher registration number, e.g. retired teachers) that has not been suspended or cancelled
- have at least two years NAPLAN marking experience. However, markers with one year's experience and strong performance should also consider applying
- have good communication skills
- be able to monitor and support markers and liaise with professional leaders and managers of marking
- successfully complete all required training
- be able to accurately mark NAPLAN student writing scripts using the criteria in the NAPLAN marking guide and marking framework presented in training
- have sufficient computer literacy skills to navigate the marking software program, online meeting software and [QCAA Portal](#) applications (apps) in order to independently complete all required group leader tasks
- have ongoing access to a computer that meets the ICT requirements listed in the table on p. 4 of this document.

Practising Queensland teachers

Practising Queensland teachers (PQTs) are required to have principal approval to mark. Before submitting their application, PQTs should ensure that their principal will provide this approval. After the application has been submitted by the applicant, the principal will receive an email with a link to action their approval in the Assessor Jobs app ([QCAA Portal](#)). This must be completed before the application can be processed by the QCAA.

Other eligible applicants, e.g. non-practising and retired teachers

Other eligible applicants (OEAs — e.g. non-practising and retired teachers) are required to:

- have been employed as a marker, group leader or professional leader for the 2022 or 2023 NAPLAN marking operation
- or
- successfully complete the NAPLAN Accreditation course and assessment via the link in the Assessor Jobs app home page ([QCAA Portal](#)) if they have not already done so, and
- mark and submit scores for five compliance scripts. An email containing the scripts, resources and instructions will be sent to relevant applicants after the application has been submitted.

Please note that the completion of the NAPLAN Accreditation course and submission of the compliance scripts are part of the application process and **not** paid for by the QCAA.

Minimum ICT requirements

All marking applicants must meet the QCAA's minimum ICT requirements on their home desktop computers or personal laptops. Tablets (including iPads) and phones are not suitable for marking student scripts.

Minimum device requirements		
Platform	PC	Mac
Processor	Intel Core i3, i5 or i7	
RAM	4GB minimum	
Operating system	Windows 8.1 or later	MacOSX Catalina 10.15.7 or later OS High Sierra 10.13.6 or later
Screen resolution	1024 x 768 pixels or higher Screen size — monitor: 17 inches Screen size — laptop: 15 inches	
Internet browsers	Google Chrome version 88 or later Microsoft Edge (IE version) 44 or later Microsoft Edge (based on Chromium) version 88 or later	Safari — version 14.0.3 Google Chrome — version 88 or later Microsoft Edge (based on Chromium) version 88 or later
Broadband connection	ADSL 2/NBN Note: weak internet connection may prevent script scores from uploading to the marking platform, causing them to be re-queued.	
Microphone	Devices require sound capabilities and a microphone for online communication.	

Remuneration

The remuneration for group leaders is paid as an hourly rate. When performing group leader duties, completing the ACARA training modules or attending the mandatory training webinars, you will be paid an hourly rate of \$63.99. Group leaders will be required to submit a timesheet each week that includes all hours worked and meal breaks.

Conditions and benefits of the role

All QCAA employees are subject to the *Code of Conduct for the Queensland public service*. Please refer to the following website if you would like to view the code and other important information on ethics in the Queensland public sector: www.forgov.qld.gov.au/employment-policy-career-and-wellbeing/public-service-values-and-conduct.

The QCAA offers a choice of superannuation fund and will make contributions at the superannuation guarantee rate.

Within one month of commencing employment, all employees are required to disclose any employment as a lobbyist in the preceding two years in line with the Queensland Government's *Disclosure of previous employment as a lobbyist* policy.

More information

For further information, visit www.qcaa.qld.edu.au/p-10/naplan/marker-information.