

# Position of Leadership

## Testing & Data Administrator Coordinator

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| <b>Tenure</b>                                                                          | 3 year term                            |
| <b>Reports to</b>                                                                      | Deputy Principal (Learning & Teaching) |
| <b>Classification</b>                                                                  | POL 1                                  |
| <b>Direct Reports</b>                                                                  | N/A                                    |
| <b>Reduction in scheduled class time per cycle (up to a max. number of periods of)</b> | 8                                      |

The Testing & Data Administrator Coordinator is a key contributor to driving educational success by supporting the analysis of student performance data, coordinating assessment processes, and enhancing teaching practices. This role ensures that data-informed decisions support student progress and align with the school's objectives, working closely with the Deputy Principal - Learning & Teaching.

### 1. Specific Responsibilities

#### Data Analysis and Communication

- 1.1 Oversee the analysis and dissemination of student performance data to guide instructional practices across the school.
- 1.2 Collaborate with school leaders to provide clear, actionable summaries of student data, supporting targeted interventions and student progress.
- 1.3 Prepare reports for teaching staff that identify areas for improvement and suggest evidence-based strategies to enhance teaching and learning.
- 1.4 Examine internal assessment data to pinpoint specific instructional focus areas, driving improvements in teaching practices.
- 1.5 Prepare comprehensive reports for leadership that analyse both student learning and wellbeing data, highlighting trends, strengths, and opportunities for growth.
- 1.6 In collaboration with the Teacher Development Team, Heads of Year Level, Heads of House, and Heads of Learning lead staff professional learning to enhance their capacity in using testing data for student growth.

#### Assessment and Reporting Administration

- 1.7 Organise and manage testing processes, including but not limited to Year 7 and Year 9 NAPLAN, Years 7 - 10 ACER Testing, and PISA testing, ensuring compliance with external testing protocols and requirements.
- 1.8 Oversee the development and implementation of consistent assessment documentation such as SAC notifications in consultation with the Director of Learning.
- 1.9 Work with the Deputy Principals to oversee and manage the semester reporting process.
- 1.10 Update the Reporting and Assessment Handbook annually to reflect current practices and requirements.
- 1.11 Oversee and manage a consistent and regular process for the release of student subject results and feedback in collaboration with Heads of Learning and the Director of Learning.
- 1.12 Collaborate with teaching staff and IT to ensure reports on student learning progress and achievement are completed and aligned with school expectations.
- 1.13 Work with the SITT team to support the implementation of a data package .

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### Examinations

- 1.14 Once the Associate Organiser - Timetabling & School Operations has developed the exam timetable and supervision roster the Testing and Data Administrator will plan, coordinate, and execute the Years 9–11 Semester Examinations, ensuring a smooth and well-organised process. This includes preparing student seating plans, confirming venue arrangements with the Facilities and IT teams, collating examination papers from Heads of Learning, and ensuring their secure and timely distribution to exam rooms.
- 1.15 Once approved by the Director of Learning, oversee and coordinate the printing of all internal exam and revision material.
- 1.16 Collaborate with the Head of Learning Diversity to accommodate special provisions and adjusted examinations for students in Years 9–11.
- 1.17 Support staff in examination and testing procedures.
- 1.18 In collaboration with the Daily Organisation Team, manage student examination attendance, including non-attendance procedures, and communicate relevant information to key stakeholders.

### Other

- 1.19 Develop annual goals and plan key events for the role in collaboration with the Deputy Principal (Learning & Teaching), ensuring alignment with the College's strategic objectives.
- 1.20 Promote the profile's initiatives and achievements through a range of communication channels, including social media, student bulletins, newsletters, and other relevant platforms.
- 1.21 Contribute articles for publications, including Magis and regular features in the College newsletter.
- 1.22 Maintain a visible and accessible presence during the school day, and attend College events and meetings as required.
- 1.23 Participate in a formal performance review conducted midway through the tenure period.
- 1.24 Undertake additional duties as assigned by the Deputy Principal (Learning & Teaching) or a member of the College Executive.