



21 September 2021

**MEMORANDUM TO PRINCIPALS / CURRICULUM COORDINATORS / HEADS OF DEPARTMENTS / TEACHERS**

**RE: EXPRESSIONS OF INTEREST SOUGHT – CONVENOR**

**The Head of CSSA Exams is seeking expressions of interest for the following positions:**

**Convenor for the following 2022 CSSA Trial HSC Examinations**

**Textiles and Design**

The Convenor is an educator with expertise in the HSC course and either a practising teacher, university lecturer in secondary education or educational consultant. They are appointed by the CSSA to lead the relevant course committee in the creation of the CSSA Trial HSC Examination(s), Marking Guidelines and relevant stimulus material (where applicable).

Applicants from all three school sectors, university lecturers and educational consultants are encouraged to apply.

Interested applicants are to send a Cover Letter and current Curriculum Vitae to Monica O'Brien - Head CSSA Exams at [monica.obrien@csnsw.catholic.edu.au](mailto:monica.obrien@csnsw.catholic.edu.au) by **9am Monday 27<sup>th</sup> September 2021**.

**Current Curriculum Vitae must include the following information:**

- NESA Teacher Accreditation Number
- Level of Teacher Accreditation
- Teaching qualifications including post-graduate
- Career experience highlighting Stage 6 teaching experience in the relevant HSC course
- HSC marking experience or HSC test development
- Inclusion of three professional referees including current Principal

Some of the above information in current Curriculum Vitae may not be relevant to include if a university lecturer or educational consultant.

Regards,

Monica O'Brien  
**Head, CSSA Trial HSC Examination**  
**Catholic Schools NSW**

2021\_CSNSW\_CSSA Trial HSC Examinations\_EOI-C-Textiles and Design