



12 July 2022

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 position:

A Convenor for the following 2023 CSSA Trial HSC Examination

Business Studies

The Convenor is an experienced educator with expertise in the HSC course and either a practising teacher, university lecturer in secondary education or education 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 of CSSA Exams
- at cssa.exams@csnsw.catholic.edu.au
- by 9am Monday 25 July 2022.

Current Curriculum Vitae must include the following information:

- NESAs 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 education consultant.

Regards,

Monica O'Brien

Head, CSSA Trial HSC Examinations

Catholic Schools NSW

2022_CSNSW_CSSA Trial HSC Examinations_EOI-C-Business Studies