



09 July 2024

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 of the 2025 CSSA Trial HSC Examination

VET Business Services

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 Tuesday 16 July 2024.

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 education consultant.

Regards,

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

2024_CSNW_CSSA Trial HSC Examinations_EOI-C-VET Business Services