Position Title: Professional Leader QA Evening Shift – NSW NAPLAN 2025

Department: Pearson Assessment Services

Reports To: Marking Centre Manager

Location: Professional Leaders will work onsite from the Pearson Marking Centre at the Canterbury Park Racecourse in Sydney.

Purpose of this Position

You will be part of one of the largest learning companies internationally and work alongside like-minded professionals in assessing a range of NAPLAN Writing responses from Year 3, 5, 7 and 9 students. As a Professional Leader, you will act in the role of leading the marking operation on behalf of Pearson, ensuring quality levels and standards are kept and maintained at all times.

Key Responsibilities

Attend Professional Leader briefing in the application of the National marking rubric (NAPLAN Extended Writing).

Participate in all training in a leadership role.

Monitor daily reports including control script reports, Marking Centre Management report, backreading reports, and NESA analysis in tandem with the NESA Centre Leader and flag daily non-compliance, reporting back to Marking Centre Manager. Using analysis of reports to investigate issues and identify potentially discrepant scripts.

Work closely with the NESA Centre Leader in interpreting drifts or swings in the results of control scripts.

Provide guidance to other Professional Leaders in determining drifts or swings affecting quality of script marking by Group Leaders and markers within their respective teams.

Liaise closely with other Professional Leaders and stakeholders with respect to monitoring, supervision of Group Leaders and re-training of markers if and as is necessary.

Maintain the security and confidentiality of all assessment information and materials.

Provide cover for Professional Leaders, as directed by Marking Centre Manager.

Provide input into Group Leader and marker refresher workshops. Form part of the training delivery team.

Liaise with the Marking Centre Manager to carry out a regular marker capping investigation, at least every two days. Use all available data to determine if a markers cap should be increased or decreased in line with pre agreed steps. All changes are to be communicated to the associated Professional Leader.

Collaborate with the Marking Centre Manager to schedule the following activities, ensuring regular investigations.

- Monitoring and Analysis of Control Script Data as an investigation point for marker compliance and accuracy.
- Engagement with analysis of and actioning of whole-of-centre backreading percentages and where needed, work with associated Professional Leaders and floating Group Leaders and others to remedy.
- Analysis of markers with high proportion of 'changed' traits. This consists of a 'deep dive' into marker communications to ascertain GL interactions and possible retraining, analysis of marker frequency distribution data to isolate trends in marking; analysis and observation of individual marker backreading patterns; undertaking close back reading of individual markers; undertaking review of Group Leader backreading to ascertain Group Leader accuracy.
- Engagement with Backreading Agreement reports to ascertain whole centre trends and reporting these insights to the Marking Centre Mangers.
- Engagement with Frequency Distributions of total scores and investigation of aberrant scores (i.e. full mark scores) or score points where there is either a dip or a peak in marks of scripts.
- Using this as an opportunity to deep dive, using the above process on marker practice and analyse compliance and accuracy.
- Analysis of curious score patterns, directed by reports in SMART (looking closely at word count, discrepancies between Audience and Ideas etc)– use this as a point to undertake close and deliberate backreading of markers.

Requirements

The Professional Leader QA Evening shift is required to be available for the entire period of marking cycle, including training and live marking.

- Marking period: approximately 4 - 6 weeks.
- Training period: early-March 2025.
- Live marking will begin immediately after the training period and continue until approximately mid to late April.
- QA Marking will occur throughout the marking period, extend to the period immediately following the main marking window.
- Pairwise Marking will occur towards the end of the main marking window and again may continue in the period immediately after.

Professional Leaders are required to be available to work a 5-day weekday shift (Morning or Evening), and one weekend shift (Saturday or Sunday) during the training and marking period.

Have good interpersonal skills and maintain a helpful, courteous, and professional manner at all times.

Possess excellent communication skills – written and verbal.

Be punctual, reliable and demonstrate excellent organisational skills.

Have great attention to detail.

Possess the ability to follow direction.

Possess the ability to assume responsibility and act autonomously as required.

Comfortable in a role that requires disciplinarian responsibilities.

Have an approachable, enthusiastic, and personable attitude.

Key Relationships / Stakeholders

Markers	Evaluates and scores NAPLAN writing responses.
Group Leaders	Monitors the daily productivity, quality and attendance of their team.
NESA Representatives	Pearson works closely with the NSW Education Standards Authority in the delivery of assessments around NAPLAN to students throughout NSW and ACT.

Position Description **Professional Leader – NSW NAPLAN 2025**

Marking Centre Managers	Oversees all matters around marking progress, marking quality and any issues that may arise during the course of the operation.

Qualifications and/or Experience

Mandatory

Have previous experience as a NAPLAN Group Leader or Professional Leader.

Mandatory

Have current or recent experience in teaching (including recently retired, casual, on leave or currently employed teachers).

Mandatory

Have a sound knowledge of grammar and its structures.

Mandatory

Be able to use a computer to conduct marking and complete appropriate training.

Preferable

Previous experience in a leadership role.

Preferable

English teaching background.