Position Title: Professional Leader (Quality) Morning Shift – NSW NAPLAN 2027

Department: Pearson Education Services

Reports To: Marking Operations 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.
Provide input into Group Leader and marker refresher workshops. Form part of the training delivery team.
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.
Monitor daily control script reports (Marking Centre Management report) in tandem with the NESA Centre Leader & Pearson Marking Operations Manager, flagging daily non-compliance, and taking remedial action as per the National Protocol.
Work closely with the NESA Centre Leader in interpreting drifts or swings in the results of control scripts and assist in centre remediation activities as required.
Guide and assist Group Leaders in determining drifts or swings affecting quality of script marking by individual markers.

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.

In consultation with the NESA Centre Leader & Marking Operations Manager, co-ordinate feedback statements and delivery times.

In tandem with the other Professional Leader (Quality) manage a team of floating Group Leaders. Key activities to include:

- Monitor the performance of floating Group Leaders.
- Allocation of floating Group Leaders to teams with absent Group Leaders, this is done in consultation with associated Professional Leaders & Marking Operations Manager.
- Ensure the team of floating Group Leaders provide support for Home Evening Group Leaders and perform backreading, to ensure that all backreading percentages are maintained.
- Provide training to aberrant markers who were out of range on the daily Control Script whilst marking outside of their identified shift.
- Available to answer Group Leader and Markers questions on the marking rubric.

Mark scripts and check marks as required.

Available to answer Group Leader and Markers questions on the marking rubric.

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

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

In consultation with the NESA Centre Leader & Marking Operations Manager, co-ordinate pairwise marking.

- selection of suitable scripts
- identification of suitable markers for pairwise
- training markers in pairwise marking
- managing logins including recording time spent
- meeting deadlines.

In consultation with the NESA Centre Leader & Marking Operations Manager, co-ordinate QA marking.

- remarking of pilot scripts identified
- selection and management of QA markers
- allocating scripts for remarking
- approving timesheets.

In consultation with the NESA Centre Leader, review and assessment of scripts of concern and scribed scripts.

- keep records of scripts identified
- review scripts identified by markers
- refer scripts of concern and scribed scripts to NESA staff

Requirements

The Professional Leader QA Morning Shift is required to be available for the entire period of marking cycle, including; training, QA & Pairwise Marking. • Training period: early-March 2027. • Marking period: approximately four to six weeks. • 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 five-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.
Centre Leader	Oversees the jurisdiction's marking quality, consistency, and adherence to national standards.
Marking Operations Manager	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.