



POSITION DESCRIPTION

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| Directorate: | Education |
| Group: | Service Design and Delivery |
| Branch: | Learning and Teaching |
| Position Title: | Director, Multi-Tiered System of Supports – Policy and Implementation Guide Lead |
| Position Number: | P71625 |
| Classification: | Senior Officer Grade B (SOGB) |
| Immediate Supervisor: | Senior Director, Learning and Teaching Policy and Service Design |
| Security Clearance Required: | No |
| Location: | Hedley Beare Centre for Teaching and Learning, Stirling ACT |
| Last Reviewed: | June 2026 |

DIRECTORATE OVERVIEW

The Education Directorate is responsible for delivering educational services to empower each young person in the ACT to learn for life. The Directorate is responsible for the operation of the network of public schools across the ACT and for regulating non-government school and early childhood education providers. Further information about working in the ACT Public Service and the Education Directorate can be found at <https://www.jobs.act.gov.au/about-the-actps> and <https://www.education.act.gov.au/>.

BRANCH OVERVIEW

The Learning and Teaching Branch is responsible for system leadership, policy and planning in relation to curriculum implementation and teaching practice across ACT public schools. The branch is also responsible for supporting inclusive education for children and young people with disability and diverse learning needs.

The branch includes a diverse portfolio of school programs including the Academy of Future Skills and the Affiliated Schools Program. The branch supports pedagogical uplift using high impact teaching strategies, including digital solutions and tools, and professional learning to staff to support their ongoing engagement with digital learning, artificial intelligence and online safety.

POSITION OVERVIEW

The Policy and Service Design team within the Learning and Teaching Branch has a range of responsibilities including the service design and phased implementation of Multi-Tiered System of Supports (MTSS) in all ACT public schools. MTSS is a coherent, data informed framework that organises universal, selected and targeted intensive supports to meet students' academic, wellbeing and behavioural needs. The ACT

Government committed to introducing MTSS in all public schools through the Strong Foundations program, which is helping every public school to deliver a consistent approach to learning.

Reporting to the Senior Director, Learning and Teaching Policy and Service Design, the Director is required to lead policy work progressing the MTSS blueprint design from pilot to phased implementation. The Director's responsibilities will include leading design and policy work, developing an MTSS Implementation Guide for schools, coordinating briefing and reporting obligations, and providing high level coordination and stakeholder management support.

This role requires a strategic thinker who can navigate complexity while maintaining a focus on outcomes.

The successful applicant will thrive in a fast-paced environment, demonstrate the ability to manage competing priorities within tight timeframes, and anticipate and respond to emerging operational needs.

WHAT YOU WILL DO

The Director's primary functions and responsibilities include:

1. Lead system-level policy and design work to meet the ACT Government's commitment to implement MTSS in all ACT public schools, including in relation to its piloting.
2. Lead the development of an MTSS Practice Guide for ACT Government schools to support the phased implementation of MTSS from 2027.
3. Coordinate MTSS briefing, reporting and other government business requirements.
4. Coordinate the design and delivery of workshops and professional development sessions for schools and stakeholders.
5. Provide high quality and accurate support and advice to schools, particularly those participating in the MTSS pilot, and stakeholders.
6. Lead and support staff in promoting values, priorities and initiatives of the Education Directorate and public education system.
7. Actively develop effective, collaborative and strategic working relationships across the Directorate and other key stakeholders.
8. Consistently model and demonstrate the principles of the ACTPS Respect, Equity and Diversity (RED) Framework 2010 and ACTPS Code of Conduct 2012 and lead safe work practices that are in accordance with the Directorate's Cultural Integrity and Health, Safety and Wellbeing Safety Management System Framework.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated highly developed leadership with the ability to manage workloads across a small team.
2. Highly developed interpersonal and written communication skills.
3. Demonstrated understanding of the business of government and/or understanding of school environments, including highly developed analytical, conceptual and research skills, with the demonstrated ability to produce quality submissions, briefs and policy advice on complex issues.

4. Highly developed organisational skills and demonstrated ability to manage competing priorities and deliver complex projects within tight timeframes in a dynamic working environment.

Behavioural Capabilities

5. Demonstrated ability to lead a positive culture and work collaboratively to reach shared goals.
6. A demonstrated commitment to work, health and safety (WH&S) and behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements/Qualifications

7. This position does not require a pre-employment medical.
8. This position does not require a Working with Vulnerable People Check.

How to Apply

Interested candidates should submit a two-page application addressing the selection criteria and a current CV (including the contact details of two referees).

This position may be decided on written application and referee only.

Note

This is a temporary vacancy from 1 July 2026 – 30 June 2027.

- A mixture of office-based and flexible conditions apply to this position.

Contact

For further information regarding this opportunity please contact Emma Davidson
emmaj.davidson@act.gov.au