



POSITION DESCRIPTION

Directorate: Education

Position Number: P41257

Branch: Education and Care, Regulation and Support

Classification: Senior Office Grade C

Business Unit: Non-government Education

Location: Headley Beare Centre for Teaching and Learning, Stirling; London Circuit Government Office Block; and working from home.

Position Title: Assistant Director, Home Education

Last Reviewed: 08/07/2026

DIRECTORATE OVERVIEW

The Education Directorate delivers high quality education services through government schools, registers non-government schools and home educated children; regulates ACT school CRICOS providers; and administers vocational education and training in the ACT.

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well demonstrate the related signature behaviours.

DIVISION OVERVIEW

System Policy and Reform (SPR) division is responsible for the provision of strategic advice to the Minister and the Directorate on system, policy, and reform matters. SPR is responsible for leading and delivery of system- wide reforms including the Future of Education Strategy, the Early Childhood Strategy, and Review of the Education ACT (2004). SPR delivers quality data and analytics to inform school and system improvement and well- informed system- wide planning.

SPR promotes a strong and collaborative culture through effective communication and links with internal and external partners and the broader community. SPR is responsible for the provision of an impartial view regarding the system performance and an independent look at our system as a whole.

BRANCH OVERVIEW

Education and Care Regulation and Support (ECRS) Branch is a business unit of the ACT Education Directorate. ECRS comprises Children's Education and Care Assurance (CECA) and Non-Government Education (NGE).

CECA fulfils the functions of the Regulatory Authority for education and care services, which include long day care, outside school hours care, preschool, family day care and playschool in the ACT under the *Education and Care Services National Law (ACT)* and *Children and Young People Act 2008*.

NGE is responsible for the regulation, monitoring, registration and compliance of ACT non-government schools and ACT families who choose to home educate their children under chapters 4 and 5 of the *Education Act 2004*. NGE also regulates ACT school providers who are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

ECRS regulates and support over 380 education and care services, over 650 home educated resident children, 49 non-government schools, and five ACT school CRICOS providers.

POSITION OVERVIEW

The position will be responsible for:

- ensuring parents of children registered for ACT home education understand the legislated requirements outlined in the *Education Act 2004*
- leading and delivering consistent and equitable compliance review strategies
- managing and providing educational and welfare support for new and existing home education families in the ACT.

The ideal candidate will be self-motivated, innovative and creative with high level interpersonal, communication, and IT skills. They will be a critical thinker, with strong problem-solving skills and have a high level of understanding of the legislative requirements relating to Home Education in the ACT. They will require resilience, tact, flexibility and empathy when working with our stakeholders along with the ability to respond to emerging work pressures during peak registration periods.

WHAT YOU WILL DO

Under limited supervision:

1. Design and provide targeted support for families of children / young people registered for home education including students with complex needs.
2. Manage home education registration and regulation processes.
3. Conduct Authorised Person meetings to review parental compliance with conditions of registration.
4. Manage data collation and reporting functions.
5. Supervise, coach and/or train home education administration officer/s.
6. Support the Director of Non-government Education to deliver responsive regulatory practices aligned with legislative requirements for home education and the non-government education sector.

This position will involve direct supervision of staff.

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. Comprehensive knowledge and understanding of the Education Act 2004 and home education in the ACT; and demonstrated experience in devising, delivering, and evaluating flexible/innovative educational programs to meet the individual learning needs of students aged between 6 and 17 years old.
2. Demonstrated capacity to collate and review data; and prepare briefing material, correspondence and reporting documentation.
3. Proven high level skills in critical analysis and a proven ability to implement innovative solutions to achieve required outcomes in a complex environment;
4. Evidence of highly developed interpersonal skills, high level written communication skills, and the ability to foster partnerships with key stakeholders.
5. High levels of integrity; strong and personable written and verbal communication skills; and comprehensive IT skills.

Behavioural Capabilities

1. Demonstrated capacity to work independently and collaboratively; problem solve; and to demonstrate flexibility and pragmatism.
2. Strong ability to operate as a team member and leader within the Non-government Education team and the Education and Care, Regulate and Support Branch.
3. A sound understanding of and the ability to actively practice the guiding principles of working in the ACT Public Service, including but not limited to in the areas of management, values, non-discrimination, industrial democracy and general principles, as embodied in the Public Sector Management ACT 1994.

Compliance Requirements / Qualifications

1. Tertiary qualifications and experience in education an advantage. Related qualifications and experience may be considered.
2. This position requires:
 - a. a current driver's licence
 - b. the ability to be approved and operate as an Authorised Person under section 67 of the Education Act 2004; and
 - c. current registration under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to www.accesscanberra.act.gov.au
3. Experience in using TRIM as a records management tool and maintaining records in Sentral (SAS) is highly desirable.

WORK ENVIRONMENT DESCRIPTION

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Occasionally

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Frequently
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never