

Position Description

Program Manager, Literacy and English

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Program Manager leads a team of English and Literacy professionals who undertake a range of English and literacy projects and policy initiatives and contribute to the development and implementation of the SA Curriculum for public education. The Program Manager is responsible for leading the implementation of state-wide literacy assessment programs, including the Progressive Achievement Test (PAT) and the Brightpath Writing Assessment Tool. The Program Manager is responsible for the Brightpath contract and provides strategic advice regarding policy development and the implementation of PAT Mathematics and PAT Reading.

This role requires strategic leadership in the design and development of resources and curriculum for R–12 English and extensive knowledge of the South Australian Curriculum prototype, the Australian Curriculum, and SACE.

The Program Manager supports the Director, Curriculum and the Assistant Director, English and Literacy and collaborates with teams across the division to ensure consistency with policy and to contribute to the Strategy for Public Education.



Position title	Program Manager, Literacy and English
Classification	S121-5
Division	Curriculum and Learning
Directorate	Curriculum (English and Literacy)
Location	Milner Street, Hindmarsh
Reports to	Assistant Director, English and Literacy
Direct reports	Brightpath officers (STL3) x7 Leader English R-6 (STL3) Leader English 7-12 (STL3) Literacy and Numeracy Assessment Officer, PAT (STL3) x 2 Leader, Literacy Policy Primary (STL3) Leader, Literacy Policy Secondary (STL3)
Role description date	March 2026

What you will do (key outcomes)

1. Lead, develop and mentor a high functioning team to manage English and literacy curriculum and assessment policies, programs and resources statewide across all levels of schooling. Lead the establishment and maintenance of highly effective relationships with site leaders and educators, ensuring the consistent delivery of quality state wide assessments, professional learning, and moderation processes.
2. Manage the statewide implementation of the Progressive Achievement Test (PAT) and the Brightpath Writing Assessment Tool, ensuring all contractual obligations are met. Provide strategic advice to support policy development and lead the successful rollout of both PAT Mathematics and PAT Reading in South Australian schools.
3. Oversee the design and development of innovative, high quality curriculum advice, materials, and resources for R–12 English, ensuring they are tailored to meet the diverse needs of educators across South Australia.
4. Drive the integration and consistent messaging of all aspects of English and literacy strategies across policies, programs, assessments, and professional learning. Provide leadership in promoting a unified approach that highlights the interconnectivity of curriculum, assessment, pedagogy, and improvement initiatives, ensuring stakeholders across the system understand and enact cohesive, high-impact English and literacy practices.
5. Take a leadership role in initiating, developing, and managing innovative educational design projects. Partner with internal and external stakeholders to guide and influence practices, programs, and resources for literacy assessment that support and strengthen high quality pedagogy.
6. Provide state-wide leadership in the development, implementation and review of robust processes for evidencing, assessing and reporting student learning in English and literacy at a statewide level.

7. Work closely with portfolios and site leaders to analyse literacy data and strengthen the effective use of assessment information to inform and enhance teacher practice.
8. Deliver evidence based reports, research, and strategic advice to Curriculum and Learning leaders, project officers, government, and senior departmental executives, clearly articulating and recommending best practice pedagogy in literacy assessment and instruction, with a particular focus on supporting the Literacy Guarantee and related priorities.
9. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Leadership:** Demonstrated high-level experience in planning, leading, and delivering highly effective literacy programs. Proven ability to lead and model a service-oriented approach with a high-functioning team, working collaboratively to achieve agreed goals and priorities in English and literacy.
- **Planning:** Extensive experience in research-informed planning, development, implementation, and evaluation of effective literacy assessment and professional learning programs. Demonstrates initiative in developing innovative approaches that drive improved literacy outcomes.
- **Communication:** Proven high-level oral and written communication, consultation, and interpersonal skills. Confidently presents complex information and engages a variety of audiences to advance departmental English and literacy priorities.
- **Knowledge of Educational Frameworks:** Comprehensive understanding of the Australian Curriculum (English), pedagogical frameworks, and literacy assessment tools such as PAT and Brightpath. In-depth knowledge of contemporary literacy improvement policies, learning design strategies, and best practice for English and literacy instruction from primary to secondary.
- **Relationship Management:** Demonstrated success in developing and maintaining collaborative working relationships and professional networks with school and site leaders, portfolios, and colleagues across the education system to deliver high quality English and literacy outcomes.
- **Collaboration:** High-order initiative and interpersonal skills, consistently modelling collaborative behaviours as a team member and learner. Maintains openness to change, creativity, and flexibility, fostering a culture of professional inquiry and continuous improvement.
- **Strategic Planning:** Demonstrated ability to develop, implement, and evaluate strategic plans that drive improvement and innovation in English and literacy education. Applies high level analytical skills to anticipate future needs, set clear priorities, and align team actions with departmental objectives.
- **WHS:** demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Director Curriculum Assistant Director, English and Literacy Site Leaders	Essential: Nil

Manager, Literacy Guarantee Unit Education Directors LET teams Curriculum and Learning Directors Strategy and Performance division	Desirable: An appropriate tertiary qualification including post-graduate qualification in an education related field
Eligibility	
Appointments made under section 121 of the <i>Education and Children's Services Act 2019</i> may provide health, social or other non-education services to schools, preschools and children's services centres. Positions will require the application of specialist education related skills and knowledge required for managing education programs, or, administration of education standards requiring specific knowledge of site functions and operations.	
Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Tazeen Adnan P&C Consultant P&C Operations		Approved by: Denise Squire Assistant Director English And Literacy	
Date: June, 2026		Date: 12/06/2026	