

TASC Liaison Officer (TLO)

Position Description

Nature of role

The Tasmanian Assessment, Standards and Certification (TASC) Board values partnership, feedback and consultation with its stakeholders to ensure the delivery of quality curriculum, assessment and certification products and services. A key stakeholder of TASC is **provider schools**.

When a school registers with TASC to deliver TASC-accredited courses, the principal must appoint a staff member as the TASC Liaison Officer (TLO). This is one of the obligations of being a TASC provider school. TASC does not fund the TLO role.

The TLO role:

- is under the supervision of the school principal/principal delegate.
- is located at and undertaken in the specific school.
- is ideally suited to a teacher who is a full-time, permanent employee in the school, although that is not a prerequisite.
- will require a time release. The number of students studying TASC-accredited courses in a school will determine the loading/allocation of time release required to undertake the role.
- may extend beyond the academic school year, particularly regarding end-of-year resulting queries and follow-up.

Primary purpose

The TLO is the conduit between TASC and the school, and ensures the school complies with all TASC policies, procedures and reporting requirements as outlined in the [TASC Standards for Providers](#).

TLOs are required to understand and manage/support the creation of school-based processes and procedures to meet TASC requirements.

There are two levels of responsibility: the school level, and the student level. These are outlined in more detail in the [Focus Areas by Term](#) document and the 'TLO Responsibilities Checklist' (under development).

Level of responsibility/direction and supervision

TASC's primary relationship is with the provider school, as represented by the school's principal and/or principal delegate who has ultimate responsibility.

Under the delegation of the principal/principal delegate, the TLO is responsible for the successful implementation of the [TASC Standards for Providers](#) in the school, ensuring all key dates are met.

Requirements of a TLO

Essential

- Current Tasmanian [Registration to Work with Vulnerable People](#) (Registration Status – Employment)
- A registered teacher within the meaning of the [Teachers Registration Act 2000](#)
- Qualifications as established by the Tasmanian Industrial Commission in the Teaching Service (Tasmanian Public Sector) Award, 2005.

Recommended

- Multiple years of teaching TASC-accredited courses
- One+ years in a senior role within the school environment
- Demonstrated strong written and verbal communication skills
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships
- Ability to work collaboratively with staff in the provider school and lead/facilitate the understanding of, and compliance with, the [TASC Standards for Providers](#).

Primary duties

- Assist the principal/principal delegate in managing, implementing and supporting the administrative, policy and procedure requirements outlined in the [TASC Standards for Providers](#) within a given school.
- Coordinate the progression of their school's students towards educational outcomes as required for the Tasmanian Certificate of Education ([TCE](#)) and the Tasmanian Certificate of Educational Achievement ([TCEA](#)), including but not limited to providing opportunities for students to access the [Everyday Adult Standards](#).
- Liaise with the school's stakeholders as appropriate, including teachers, students, parents/guardians and relevant community members regarding matters relating to the [TASC Standards for Providers](#).

Selection criteria

The following selection criteria should guide the principal/principal delegate when determining the appointment of an appropriate candidate for the TLO role:

- A demonstrated capacity to commit to TASC's values of equity, integrity, learning and connection.
- Demonstrated sound teaching practices in TASC-accredited courses.
- Excellent interpersonal skills, especially those relevant to dealing with TASC staff, along with those in the school's community - students, teachers, parents/guardians.
- Personal skills of flexibility, adaptability and initiative, along with a high degree of motivation.
- Demonstrated solid time management skills, attention to detail, and the ability to competently organise their workload to meet all required TASC deadlines.
- A capacity to lead teaching staff to bring about change that aligns with TASC best practice requirements in teaching and learning.

Communication between TASC and providers

TRACS

The main channel for communication between TASC and provider schools is via [TRACS](#). This is the online portal system used to manage student information, assessment, results and certification data. TRACS is simple to use and provides a mechanism for TLOs to undertake various tasks including school registration, scope submission, and general correspondence.

TLOs are expected to be familiar with the TRACS platform and to be checking it at least twice a week. There are TRACS Help Guides available at [TRACS Quick Intro – TRACS Help](#).

TASC Update

TASC provides regular updates and reminders to principals, TLOs and sector heads via the fortnightly *TASC Update* e-newsletter. This is distributed via email. Each edition is also publicly available on the TASC website at [TASC Update - TASC](#). Issues from previous years are also available.

TLOs are expected to carefully read through each *TASC Update* when it is published, and to disseminate all relevant information to the appropriate teachers in the school as soon as is practical.

TASC website

The [TASC website](#) is the point of truth for up-to-date information for students, teachers, schools and other providers, along with parents/guardians.

TLOs are strongly encouraged to familiarise themselves with the website, know where to find information about TASC-accredited courses, internal and external assessments, academic integrity and quality assurance, TASC qualifications and certifications, key dates and latest updates.

Support from Manager – Engagement and School Support

TASC employ a staff member whose role is to be the primary liaison between schools and TASC. This staff member is (or recently was) a teacher of TASC-accredited courses and is therefore well placed to assist provider schools and TLOs in a range of TASC-related questions.

The Manager – Engagement and School Support also coordinates the *TLO and Principal Forums* that occur each term, is part of the Principals Reference Group (PRG), and works closely with the other TASC Teams to support the work of quality assurance and assessment. Reach out to tlo@tasc.tas.gov.au

Opportunities for consultation and feedback

TLO and Principal Forums

TASC holds online forums for TLOs and Principals each term with the Term 1 forum being a face-to-face training session that is run in the three regions across the state.

They are a great opportunity for TLOs and school leaders to gain important information about current initiatives, upcoming actions and ongoing requirements. Attendance at these sessions is strongly recommended. To support teacher access, the [online forums](#) are also recorded and available on the TASC website.

TLO Advisory Group

This group is a subset of TLOs around the state and acts to provide advice to the TASC Deputy Director on matters of importance to schools, teachers and students regarding TASC operations and projects.

Membership to this group is voluntary and expressions of interest are called for each year from current TLOs. It is desirable to have representation from the three sectors, the three geographic regions and, if possible, from small, medium and larger provider schools.