



Position Description

Position:	Casual Exam Supervisor
Appointed by:	The Principal
Responsible to:	VCE/VASS Co-ordinator/The Principal
Location:	Garnsey Campus, Sale

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All staff are required to:

- Comply with the School's Student Protection Program (including the Student Protection and Safety Policy, Student Protection Staff Code of Conduct, and Make a Report Procedure), as well as their legal and professional obligations with respect to the prevention and reporting of actual or suspected child abuse and reportable conduct.
- It is each such staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the Principal, the Executive Leadership Team, the School's Student Protection Officers (and/or with external agencies, where required). In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.
- All contractors and volunteers involved in student-connected work are required to adhere to the School's Student Protection and Safety Policy and Student Protection Staff Code of Conduct and are responsible for contributing to the safety and wellbeing of students in the school environment. They too have obligations with respect to the reporting of actual or suspected child abuse or reportable conduct allegations.

Again, it is the School's expectation that contractors and volunteers are attuned to their individual responsibilities and act in accordance with their internal and external reporting

obligations, and the School's policies and procedures (including the Student Protection Program).

Position Overview

This position is accountable to conduct and administer GAT and VCE external assessments, ensuring that there is a clear understanding of the provisions for any student with approved special examination arrangements, maintaining within the school's established guidelines, proper order and discipline among students.

Requirements, Duties and Responsibilities

Chief supervisors and Assistant supervisors cannot be any of the following:

- Closely related to or associated with any student required to sit the GAT or undertaking a VCE Unit 3 and 4 study. (Examples of closely related to or associated with students or any person include children, relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships)
- Teaching or tutoring any student required to sit the GAT or tutoring a VCE Unit 3 and 4 study.
- Closely related to, or associated with, any school personnel engaged in organising or checking VCE external assessment materials on behalf of the School.
- Employed by the school as a teacher (excluding CRT for Assistant Supervisors) or member of the administration staff.

Key Responsibilities of Chief Supervisor and Assistant Supervisor are:

- Communicating specific requirements to students prior to, during and at the conclusion of each GAT and VCE external assessment, which includes, but is not limited to, the relevant announcements and Examination Centre Messages
- Reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements.
- Ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- Ensuring the secure storage and collection of external assessment materials
- Ensuring the authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room.
- Ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room.
- Ensuring all response material is collected and packed according to VCAA requirements.

Child Safety

Staff are responsible for supporting the safety and wellbeing of the School's students as follows:

- a. Behave as a positive role model to students, including through words, conduct and actions.

- b. Actively promote the safety, welfare and wellbeing of students.
- c. Provide a learning experience which is consistent with the School's and relevant professional or occupational codes of conduct, which supports students to achieve their personal best, and takes into account individual learning and behavioural needs.
- d. Act consistently (both in person and in the online environment) with the School's student safety and wellbeing strategies.
- e. Be vigilant and proactive with regard to student safety and child protection concerns, and take all reasonable steps to protect students from such harm (examples of which include, but are not limited to bullying, discrimination, grooming, harassment, neglect, sexual misconduct, sexual offences, physical violence, reportable conduct and victimisation).
- f. Encourage and support students who raise safety concerns (including about actual and suspected child abuse or reportable conduct).
- g. Provide age-appropriate supervision for students.
- h. Comply with any directions, guidelines, policies, procedures and rules promoted by the School with respect to student safety.
- i. Knowledge understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- j. Commitment to providing a child safe environment and child safe conduct in all aspects of employment at the School.
- k. Comply with all aspects of the School's Child Protection Program, including the School's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- l. Willingness, understanding and ability to report student safety concerns in line with the School's policies (such as the Make a Report Procedure) and applicable mandatory reporting requirements.
- m. Complete annual training in Child Safety as required.

Statement of Commitment to Child Safety

Creating and maintaining a student safe culture requires input from the entire School community. Our aim, is to provide a safe environment that aligns with the core values of academic care at Gippsland Grammar; compassion, leadership, excellence, respect and responsibility.

The commitments, values and principles which guide the School are further outlined in the School's Student Protection and Safety Policy (a copy of which is also available on the School's website).

Gippsland Grammar is a student safe environment. Every student has a right to be safe, and at the School, we take a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). As such, preferred applicants will be subject to child protection screening, background and reference checks, verification of identity checks and must adhere to the School's student safe practices, as outlined in the Student Protection Program policies on the School's website.

All prospective employees will be informed about the School's child safety and wellbeing practices, including the Student Protection Staff Code of Conduct.

This Position Description is a guide only, and is not intended to be an exhaustive or exclusive list of duties for this position.