



POSITION DESCRIPTION

Exam Supervisor

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community.

St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

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| Job Title: | Exam Supervisor |
| Accountable To: | Principal |
| Reports To: | VCE and VCE-VM Coordinator |
| Next Up Manager: | Assistant Principal – Academic Culture |
| Tenure: | Casual |

JOB SUMMARY

The Exam Supervisor will assist the Chief Exam Supervisor to supervise the Victorian Curriculum and Assessment Authority (VCAA) VCE examination process, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best.

This is a casual position, with varying hours in accordance with published examination schedules and associated administrative duties annually. Remuneration is aligned with rates published by VCAA.

DUTIES AND RESPONSIBILITIES

- Undertake training on the VCAA examination procedures and responsibilities prior to the GAT, trial examinations and final VCAA written examinations.
- Maintain proper order and discipline among students to ensure students are monitored for:
 - Cheating.
 - Talking at any time while in the examination room.
 - Sharing items such as dictionaries, calculators, watches and any other stationery items.
- Closely monitor and enforce VCAA examination procedures and regulations in written examinations, the GAT and Units 3 & 4 trial examinations, notifying the Chief Exam Supervisor of any students who does not obey or observe instructions given by the exam supervising team.
- Monitor student attendance for VCAA and trial examinations, recording details of absentees and late arrivals, reporting these to the Chief Supervisor.
- Report incidences of student misconduct to the Chief Exam Supervisor.
- Work closely with the Chief Exam Supervisor to ensure suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room.
- Adhere to procedures in relation to the circumstance where a student becomes ill.
- Escort VCE students to restrooms ensuring that no unauthorised materials are consulted, and examination regulations are observed at all times.
- Handle queries raised by students and clarify any exam irregularities with the Chief Exam Supervisor.
- Understand the Special Examination Arrangements and provide ongoing support to VCE students, notifying the Chief Supervisor of their progress.
- Ensure all response materials are collected and handed to the Chief Exam Supervisor in a safe and secure manner.
- Supervise and ensure control of VCE students leaving the examination rooms, ensuring that students do not remove equipment or stationery from the venue without authorisation and that students leave venues in an orderly and quiet manner.

In addition to the core duties of the role, the following responsibilities apply to all employees of the College:

Policies and Procedures

The Exam Supervisor will comply with and contribute to the development of College policies and procedures, ensuring knowledge of policies and procedures is current.

Child Safety

The Exam Supervisor will comply with the College's child-safeguarding policy and code of conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Exam Supervisor will work collaboratively with the College Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards.

Occupational Health and Safety

The Exam Supervisor is responsible for adhering to OH&S policies and procedures and will contribute to risk assessments in their areas of responsibility.

Risk Management

The Exam Supervisor will ensure all reasonable steps are taken to identify and manage foreseeable risks in accordance with College policies and procedures.

Other Duties

The Exam Supervisor will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

EXPERIENCE AND QUALIFICATIONS

- A valid Working with Children Check (Employee)
- A current, satisfactory national criminal history check.
- Understanding VCAA protocols to ensure a fair and equitable experience of external assessment.
- Demonstrated ability to work through processes to a high level of detail.
- First aid, CPR and Anaphylaxis certification desirable
- Strong interpersonal / personal skills including excellent communication skills.
- Excellent time management and organisational skills.
- Demonstrated experience working as an Exam Supervisor within a school or tertiary environment would be advantageous.

KEY SELECTION CRITERIA

Pursuant to VCAA requirements, the Exam Supervisor cannot be:

1. Related to or associated with any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024 at St Patrick's College.
2. Teaching or Tutoring any student required to sit the GAT or any student in a VCE Unit 3 or 4 study in 2024.
3. Related to or associated with any person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2024, or any school personnel engaged in organising or checking VCE external assessment material at St Patrick's College.
4. Employed by the school as a teaching (excluding CRT) or member of the administration staff

STATEMENT OF COMMITMENT TO CHILD SAFETY

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

EMPLOYMENT AT ST PATRICK'S COLLEGE

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition

- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment