Position Title	Acting Senior Certificates Coordinator
Classification	Teacher, Position of Leadership (POL) – Level 3
Tenure	Full Time Fixed Term 2026
Reports to	Principal, Deputy Principal Learning and Teaching

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Senior Certificates Coordinator is responsible for maintaining an accurate information base, VCE Assessment Software Systems (VASS), for effective communication between the College and the Victorian Curriculum and Assessment Authority (VCAA).

The Senior Certificates Coordinator is also responsible for:

1. VCE Rules and Procedures
2. Student Programs – VCE/VET/VM
3. School Transfers
4. Communication with VCAA
5. Units 3 and 4 School Assessed Results
6. End of Unit Results

Responsibilities and Accountabilities

• Informing staff of developments within the VCE.
• Ensure VCE policies and procedures as presented by VCAA are implemented.
• Induction of new VCE teachers.
• Distribution of information in relation to assessment for Units 3 and 4.
• Acting as a support person for staff on authentication and special provision.
• Assisting in development of policies and procedures for authentication and special provision.
• Assisting in student transition to the VCE from Years 9 and 10 to 11, and Years 11 to 12.
• Assisting in the organisation of VCE information evenings/VCE Expo.
• Organisation of exam venues and supervisors, making arrangements for combining with other schools for exams and special arrangements for exams.
• Processing student subject changes for Daily Organiser.
• Maintenance of VASS.

- Preparation of Year 11 VCE Examination Timetables and Year 12 October Tests Timetable.
- Preparation of the Senior Programs Handbook for staff and students.
- Co-ordinating procedures for absence and extensions for SACS/SATS.
- Convening the Course Confirmation Committee.
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager)

Student Programs

- Ensuring that VCE/VET/VM units offered by the College are entered.
- Ensuring that Year 9 and 10 students are enrolled and that Year 11 students are rolled over.
- Ensuring that Year 9, 10 and 11 students' selection of VCE/VET/VM units are entered, including units assessed elsewhere.
- Administering any withdrawal by students from VCE/VM and/or VET or from individual units.
- Ensuring that accurate documentation is kept on all students for the VCAA.
- Producing exam timetables for each 3 and 4 sequence for issue to students.
- Ensuring VET students have an appropriate Assessment Plan.
- Enrol and co-ordinate Distance Education students.
- Checking student programs to see if VCE/VET/VM requirements are met and notify Head of Learning and Teaching, Year Level Coordinators and Head of VM of discrepancies.
- Producing a summary of programs chosen by each student when requested.
- Liaising with outside VCE providers. i.e. Dance.
- Co-ordinate applications for LOTE – Second Language.

School Transfer

- Liaising with Senior Certificates Coordinators or equivalents from other schools.
- Generating interim reports for students transferring schools.
- Enrolling VCE/VM students transferring from other schools.

Communication With VCAA

- Supplementing and maintaining a calendar of events provided by VCAA.
- Entering teachers' details as required by VASS.
- Ensuring that results for each VCE/VET/VM unit are entered.
- Ensuring details of special provision are entered.
- Generating SRF (Study Record Form) sheets if required and organizing visitations by the VCAA.
- Sending and receiving VCE/VM enrolments, projected enrolments, initial SRF, unit completion return, school information.
- Informing staff of relevant information from VCE Bulletins and VCAA Memorandums.
- Ensuring that copies of all messages are given to the Principal, Deputy Principal Teaching and Learning, Heads of Learning, VET/VM Coordinator.
- Organising arrangements for school assessed coursework/tasks which have been selected for review.
- Being the convenor of the Authentication and Discipline Committee as outlined in the College Senior Programs Handbook.

End Of Unit Reporting

- Producing a summary of results of each student for the Principal, Head of Campus, YLC's and Deputy Principal Teaching and Learning.

Experience and Qualifications

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- A capacity to integrate the Church's teachings into all aspects of curriculum.

Commitment to Child Safety

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting)
- Be a suitable person to engage in child-connected work

Education and Experience

Essential

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation)

Desirable

- Accreditation to Teach Religious Education
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum
- Demonstrated experience in using ICT to teach subject area
- Preference for experience in inquiry based learning and use of student data to maximise learning outcomes

Skills / Attributes

- Ability to work as part of a team
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes
- Ability to demonstrate an understanding of appropriate behaviours when engaging with children
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives
- Maturity

Technical Expertise

- Strong understanding of the Victorian Certificate of Education (VCE) and Victorian Curriculum
- Skilled at influencing others to reflect and adopt new practices.
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others

- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of people and competing tasks
- Demonstrated highly developed interpersonal and communication skills and the ability to liaise and communicate with people at all levels and from varying backgrounds
- Ability to work closely and demonstrate empathy with students and parent/guardians while maintaining the professional role of a guide and administrator
- Ability to work independently and effectively in the face of changing priorities, deadlines and pressures

Additional Information

Annual Review Meetings

Actively participate in the Annual Review Meeting (ARM) process with the Principal or Principal's nominee (Assessor). The ARM is a positive process for the Teacher and Assessor to:

- Identify and establish professional development goals and avenues for professional development;
- Assist the Teacher in relation to the Australian Professional Standards for Teachers (the Standards); and
- Affirm achievements and identify areas for improvement and development.

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Deputy Principal Learning and Teaching.

Management of Staff

As a POL holder the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the College's policies and procedures. As a POL it is expected that the incumbent will conduct Annual Review Meetings with staff, if they are nominated as an Assessor.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;

- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.