

POSITION DESCRIPTION

VCAA Chief Supervisor

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

*“With Him is the
fullness of life”*
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the VCAA Chief Supervisor will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The VCAA Chief Supervisor will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

The VCAA Chief Supervisor holds overall responsibility for the conduct and administration of VCE external assessments, as outlined in the VCAA Examination Manual and any additional instructions provided by both the VCAA and the school.

The role reports directly to the Head of Learning (10-12) and the Deputy Principal – Learning & Innovation with ultimate accountability to the Principal.

RESPONSIBILITIES AND SPECIFIC DUTIES

- Understand and oversee compliance with the procedures for the conduct and administration of VCE external assessments as outlined by VCAA.
- Attend any VCAA meeting and professional development workshops or sessions in line with familiarisation of the role, its processes and procedures.
- Assist with the staffing of appropriate supervisors for each exam, and managing the team for the set-up, during the exam and through the completion requirements of an examination session.
- Work collaboratively with school personnel to ensure all supervisors are appropriately briefed on the procedures for the conduct and administration of VCE external assessments.
- Reconcile all assessment materials within 48 hours of delivery and ensure that they are securely stored.
- Ensure the correct assessment materials are distributed to students.
- Ensure all response materials are collected, securely packed, and handed over to the VCAA courier in accordance with VCAA requirements.
- Maintain proper order and discipline among students and ensure authorised school personnel are made aware of any student who does not obey or observe instructions in the examination room.
- Ensure that no students:
 - Engage in cheating or misconduct
 - Talk or communicate in any manner at any time while in the examination room
 - Share items such as dictionaries, calculators, watches, water bottles and any stationery items
- Communicate specific requirements to students prior to, during and at the conclusion of VCE external assessment, which includes, but is not limited to, the relevant announcements and examination centre messages.
- Have a clear understanding of the provisions for any student with approved Special Examination Arrangements.
- Make arrangements for procedures to be followed when a student becomes ill or needs to use the toilet facilities during the exam.

- Maintain:
 - Attendance rolls
 - A seating plan for each VCE external assessment
 - A journal that records whether each VCE external assessment proceeded normally and if not, brief notes on what occurred that was out of the ordinary.
 - A log of all students using the toilet facilities.
 - A record of all students taking approved rest breaks by completing the Rest Break Log Sheet.
- Ensure that no student infringes on the rights of any other student to complete their VCE external assessment responses.
- Be familiar with the specific evacuation procedures in place during VCE external assessments.
- Be vigilant in reporting emergencies immediately to authorised school personnel.
- Complete the Incident Report for VCE External Assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room and are inconsistent with VCAA policies and procedures.
- Other duties specific to the role of Chief Exam Supervisor, as directed by the VCAA.

CODE OF CONDUCT FOR SUPERVISORS

Supervisors are responsible for:

- Providing students with optimum conditions for their best performance.
- Maintaining consistency in their expectations of students' behaviour and work, treating all students equally.
- Considering the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements.
- Being vigilant in supervising students but not paying undue or overt attention to any individual student and consequently causing discomfort.
- Moving around the room and not remaining in the same position for any length of time.
- Wearing appropriate footwear and accessories so as not to make undue noise that may disturb students.
- Avoiding the use of strongly scented perfume or aftershave.
- Avoiding conversations with other supervisors while in the examination room.
- Avoiding unnecessary discussions or arguments with students.

SELECTION CRITERIA

- Demonstrated understanding of the VCAA policies and procedures for the conduct and administration of VCE external assessments.
- Strong organisational skills with the ability to manage examination logistics, including secure handling of assessment materials, seating plans, and compliance documentation.
- Ability to lead and coordinate a team of supervisors to ensure smooth examination processes.
- Capacity to respond effectively to unexpected situations, emergencies, and student incidents.
- Excellent verbal communication skills, with the ability to deliver clear and precise instructions to students and supervisors.
- Commitment to upholding VCAA assessment security protocols, including the secure storage and transport of examination materials.
- Must not have any conflicts of interest, including relationships with or tutoring of VCE students sitting external assessments (see VCAA Eligibility Criteria below for further information)
- Previous experience as a VCAA Examination Supervisor (desirable but not essential).
- A current Working with Children Check (WWCC) and National Police Check.
- A demonstrated understanding of child safety principles and the ability to create a safe and supportive examination environment.

VCAA ELIGIBILITY CRITERIA

Supervisors cannot be any of the following:

- Related to, or associated with, any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study
- Teaching or tutoring any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study.
- Related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school.
- Employed by the school in any other capacity, including as a teacher, casual relief teacher (CRT) or

- member of the administration staff
- Have taught Units 1-2 and/or Units 3-4 at John Paul College in the last two years.

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission
- A well-articulated understanding of what it means to be a teacher in a Catholic school
- A demonstrated commitment to personal professional learning
- A demonstrated understanding and commitment to child safety
- Demonstrated ability to work with others towards a common goal

TERMS AND CONDITIONS \

Remuneration will be in accordance with department of education guidance for VCAA chief examination supervisors (casual hourly rate).

REPORTING RELATIONSHIPS

REPORTS TO: Head of Learning (10-12) and Deputy Principal – Learning and Innovation

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All subject teachers must hold a Victorian Institute of Teaching Registration.