

Chief Examination Supervisor

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

Expectations of Staff in a Child Safe School

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

The Position

The Chief Examination Supervisor is responsible for the effective, secure and compliant administration of VCE examinations in accordance with Victorian Curriculum and Assessment Authority (VCAA) rules and procedures. The role ensures that all examinations are conducted with integrity, consistency and fairness for every student. The position reports directly to the College VCE Coordinator and, through this role, to the Deputy Principal – Learning and Innovation and the Principal.

Key Responsibilities and Duties

Examination Administration

- Oversee the delivery of all VCE examinations at the College, ensuring compliance with VCAA regulations and scheduled timelines.
- Confirm examination venues are appropriately prepared, including seating arrangements, required materials, signage and approved resources.
- Manage the secure receipt, storage, distribution, and return of all examination papers and related materials.

Staff Supervision and Management

- Lead, brief and support examination staff throughout all sessions.

- Allocate supervisory duties and ensure adherence to VCAA examination procedures.
- Act as the primary point of contact for supervisors during examinations.

Student Supervision and Compliance

- Verify student identification and ensure seating aligns with approved plans.
- Deliver clear instructions at the commencement of each examination.
- Monitor sessions to maintain a calm, secure and distraction-free environment.
- Manage incidents, breaches, or irregularities in accordance with VCAA protocols and report them promptly.

Communication and Reporting

- Liaise with the VCE Coordinator and College Leadership on all examination matters.
- Communicate examination procedures and expectations clearly and professionally to students and staff.
- Prepare and submit required documentation, reports and incident records accurately and within specified deadlines.
- Undertake other duties as directed by the Principal, Deputy Principal or the VCE Coordinator.

Experience and Qualifications

The Chief Examination Supervisor is required to hold a current Working with Children Check and National Police Check.

Previous experience supervising VCE examinations is desirable, together with a sound knowledge of VCAA examination rules and procedures.

The successful applicant will also demonstrate:

- The ability to work collaboratively, courteously, and professionally within a team environment.
- Highly developed organisational and time management skills.
- A clear, calm, and confident communication style.
- A high level of integrity, discretion, and professionalism.
- An understanding of, and commitment to, the ethos of the College and the unique expectations of staff working within a Catholic school environment.

Terms and Conditions

The College undertakes comprehensive screening of all prospective and current employees. This process includes, but is not limited to, Criminal Record Checks and Working with Children Checks.

The Chief Examination Supervisor must satisfy all eligibility and appointment requirements for supervisors as prescribed by the Victorian Curriculum and Assessment Authority (VCAA).

This is a seasonal position and operates during VCE examination periods only, including the General Achievement Test (GAT).

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.