

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Position:** Assistant VCE/GAT Examination Supervisor  
**Campus:** Wantirna South  
**Employment Status:** Casual  
**Reports Directly To:** Chief Examination Supervisor

## Ministry Specifications:

The Assistant Supervisor is accountable to the principal for the administration and conduct of examinations at the centre, as set out in the VCE Examination Manual. Assistant supervisors will report to the Chief Examination Supervisor.

The following conditions are set out by the VCAA for Assistant Exam Supervisors:

Assistant Supervisors cannot be:

- I. Related to, or associated with, **any** student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in 2023 at the school where I am employed.
- II. Teaching **any** student required to sit the GAT or teaching any student in a VCE Unit 3 or 4 study in 2023.
- III. Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2023 at the school where I am employed.
- IV. Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT, or any students undertaking a VCE Unit 3 or 4 study in 2023, or **any** school personnel engaged in organising or checking VCE external assessment\* materials at the college.
- V. Employed by the college as a teacher (excluding CRT) or member of the administration staff.

**Examples of related to or associated with students or any person include:** children, via relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.

**Examples of related to or associated with schools (or educational organisations)** means a school or educational organisation at which you teach or have taught, tutored, or attended immediately before your employment, or with which a spouse or other person with whom you have a relationship or association with as defined above, is involved with VCE Unit 3 or 4 in 2023 or you are a member of the administration or teaching staff.

*Note: You cannot be employed as a supervisor at a school where you have taught units 1-2*

*and/or 3-4 in the last two years.*

**CODE OF CONDUCT FOR SUPERVISORS:**

- Examination supervisors are expected to:
  - provide students with the optimum conditions for their best performance
  - be consistent in their expectations of students' behaviour and work and treat all students equally
  - consider the needs of all students when organising examination centres, with particular regard to students with Special Examination Arrangements
  - be vigilant in supervising students without paying undue and overt attention to individual students which could cause discomfort to them
  - move around the examination room and not remain in the same position for any substantial length of time
  - wear appropriate footwear and accessories that do not make undue noise that may disturb students
  - avoid wearing noisy jewellery or heavy perfume
  - avoid conversations with other supervisors while in the examination room
  - avoid entering into arguments with students.

**Occupational Health and Safety Responsibilities**

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- to have knowledge of, and comply with the College's OHS policies and procedures
- to comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- participate in relevant training and induction sessions
- to report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

**College expectations of you include:**

- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code