

ROLE DESCRIPTION

Education Support Employee Chief Exam Supervisor



The Chief Exam Supervisor plays a pivotal role in managing examination services at Kolbe Catholic College, ensuring smooth operations and adherence to standards. This position requires strong organisational and administrative skills, along with a firm commitment to the values and ethos of Catholic education.

Child Safety

Every person employed or volunteering at Kolbe Catholic 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 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

Broad Purpose

As an integral part of the College team, the Chief Exam Supervisor demonstrates professionalism, initiative, and effective communication. The primary purpose of this role is to:

- Ensure the fair and proper conduct of examinations
- Manage the setup and operation of examination venues
- Supervise assistant exam supervisors and provide training

Key Responsibilities:

Examination Preparation:

- Prepare VCE Response materials and other necessary documents in accordance with VCAA requirements.
- Organize all required documentation, including attendance rolls, for each VCAA examination session.
- Collaborate with the Curriculum Leader (Senior Years) to address any examination-related matters.

- Coordinate the setup of equipment required for each examination session.

Conducting Exams:

- Brief assistant supervisors on examination procedures and their respective responsibilities.
- Oversee or conduct the supervision of each VCE external examination.
- Ensure strict adherence to examination procedures and regulations established by both the College and the VCAA.
- Address student queries and resolve any examination irregularities in consultation with the Curriculum Leader (Senior Years).
- Document and report any instances of student misconduct to the VCAA as necessary.
- Maintain accurate records in the VCAA Examination Session journal.
- Provide appropriate supervision for students during examination breaks and ensure compliance with regulations.
- Support VCE students with Special Examination Arrangements and communicate any concerns to the Curriculum Leader (Senior Years).
- Supervise the departure of VCE students from examination venues and ensure compliance with regulations.
- Manage the collection, collation, and packaging of VCE examination materials post-examination.
- Secure VCE external examinations and coordinate their collection by the VCAA courier service.
- Offer guidance and assistance to all VCE examination supervisors as needed.
- Participate in any VCAA training sessions required for effective job performance.

Key Criteria:

In addition to the statutory declaration's requirements, successful applicants must demonstrate:

- A strong commitment to Catholic education and faith development.
- Understanding and acceptance of the College ethos.
- Proficiency in organizational and administrative skills.
- Highly developed interpersonal and communication skills, with the ability to engage with individuals from diverse backgrounds.
- Knowledge and application of appropriate behaviors when interacting with children.
- Ability to manage a team and work independently with minimal supervision.

- Capacity to make well-judged decisions promptly, particularly under pressure.
- Aptitude for understanding and implementing instructions accurately.
- Excellent interpersonal and communication skills, fostering effective interactions with school staff and students.
- Attention to detail and a commitment to maintaining confidentiality.

Desirable:

- Previous experience in supervising examinations within a secondary school or tertiary environment.