

## **CHIEF SUPERVISOR – VCE EXAMINATIONS**

**Reports to:** VCE Coordinator  
**Location:** Based at Doncaster Secondary College  
**Days of Work:** Monday to Friday  
**Hours of Work:** 8.30am – 6pm  
**Length of Contract:** Approximately 4 weeks  
**Employment type:** Casual  
**Classification** ES 1.2 Casual:  
\$37.38 per hour as at 01/04/2019; and  
\$38.03 per hour as at 01/10/2019  
**Applications Close:** 11/03/2019  
**Contact Person:** Ty Dennis

### **The role**

The Chief Supervisor - VCE examinations leads the team supervising the Victorian Curriculum and Assessment Authority (VCAA) VCE examinations over an approximate four week period in October and November 2019, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best. Employed on a casual basis the incumbent will have about four weeks of work with varying hours in that timeframe according to the examination timetable.

### **Key Responsibilities**

The Chief Supervisor – VCE Examinations will supervise examinations under conditions set by VCAA and ensure that examinations take place in accordance with VCAA requirements. This role requires the incumbent to undertake some administrative responsibilities relating to the proper administration of the examinations. The Chief Supervisor must be available to supervise all VCE external assessments at Doncaster Secondary College. In addition, the incumbent is required to be available after 6pm each day for courier pickup of completed examinations.

All training required to fulfil this position will be provided by the VCAA on dates fixed by VCAA. Casual hourly rates of pay, as determined by VCAA, apply.

### **To be successful in this role, applicants must have the following skills and attributes:**

- Ability to prioritise workload and maintain performance under pressure
- Strong organisational and time management skills
- High level of attention to detail
- Strong verbal, written and interpersonal skills
- Ability to work independently and as part of a team

### **Prospective applicants should be aware that the following conditions strictly apply:**

Pursuant to VCAA requirements, the Chief Supervisor cannot be:

- Closely related to or associated with any students undertaking a VCE Unit 3 and 4 study in 2019.
- Teaching or tutoring any student in a VCE Unit 3 and 4 study in 2019.
- Closely related to or associated with any person engaged in teaching, tutoring or coaching any students undertaking a VCE Units 3 and 4 study in 2019, or any school personnel engaged in organising or checking external VCE assessment materials on behalf of a school in 2019.
- Currently or recently employed by Doncaster Secondary College in any teaching (including CRT) or administrative capacity.

**The successful applicant is required to:**

- have a valid and current Working with Children (Employee) check.
- demonstrate the capacity to work through processes to a high level of detail; and
- understand the importance of following VCAA protocol to ensure fair and equitable experience of external assessment.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Doncaster Secondary College reserves the right to vary this position description to meet the changing needs of the School.

Doncaster Secondary College values student safety, including child safety. All staff are required to adhere to the School's policies and teachers are required to have a working knowledge and understanding of the Student Wellbeing Policy, OHS Policy and Staff Code of Conduct. Where a staff member breaches any of the School's policies or Staff Code of Conduct, the School will take appropriate disciplinary action.

**Availability Requirements:**

The VCE General Achievement Test (GAT) takes place on a **single day in June** and the exam period covers approximately **four weeks in October/November**. Supervisors need to be available for administrative tasks and supervision during these times. The Chief Supervisor must also be available to prepare materials for courier collection during these times.

**Applications**

Please send applications to the Doncaster Secondary College General Office, attention

Mr Ty Dennis, or email applications to: [Doncaster.sc@edumail.vic.gov.au](mailto:Doncaster.sc@edumail.vic.gov.au) by end of business day on 11/03/2019.