



<b>Position Title</b>	Chief Examination Supervisor
<b>Reports to (Position)</b>	Director of VCE
<b>Location</b>	Mount Eliza, Mornington Peninsula
<b>Employment Status</b>	Casual

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This Position Description is a summary of the core responsibilities and expectations of the VCAA Chief Examination Supervisor. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

### 1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values the uniqueness of every child and

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing, and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling using appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



## 2. Position Objective

The VCAA Chief Examination Supervisor is required to carry out a range of responsibilities; however, there are a number of tasks that the VCAA considers to be the specific responsibility of the Chief Supervisor. The Chief Supervisor carries out these duties working with the VCE Director and Assistant Supervisors to ensure a rigorous examination Schedule is implemented inline with our core values to students to have a calm, positive and supportive experience .

## 3. Key Stakeholders

### Internal

- Principal and Deputy Principal (Staff and Students)
- VCE Director
- Teaching Staff
- Students

### External

- Members of the School Community
- External Providers of examination material

## 4. Role & Responsibilities

All supervisors are required to carry out a range of responsibilities; however, there are a number of tasks that the VCAA considers to be the specific responsibility of the chief supervisor.

Chief Supervisors are responsible for:

- reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirement
- ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- ensuring the secure storage and collection of external assessment materials
- ensuring that authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room
- ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room
- ensuring all response material is collected and packed according to VCAA requirements\
- the safekeeping and handing over of the completed response material to the VCAA courier
- in conjunction with school personnel, ensuring that all supervisors are;
- appropriately briefed on the procedures for the conduct and administration of VCE external assessment
- capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice.

All supervisors, including the Chief Supervisor, are responsible for the day to day running of the exams, such as:

- familiarising themselves with the procedures for the conduct and administration of VCE external assessments



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- familiarising themselves with the specific emergency procedures (evacuations and lockdowns) in place during VCE external assessments
- ensuring they have a clear understanding of the provisions for any student with approved Special Examination Arrangements
- maintaining, within the school's established guidelines, proper order and discipline among students
- ensuring that no students engage in cheating, talk at any time while in the examination room, share items such as dictionaries, calculators, watches, water bottles or any stationery items
- being vigilant in reporting emergencies immediately to authorised school personnel
- ensuring there are optimum conditions during an external assessment maintaining consistency in their supervision of students' behaviour, 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
- moving around the room and not remaining in the same position for any length of time not engaging in behaviour that is distracting to students
- avoiding unnecessary discussions or arguments with students
- maintaining Attendance Rolls

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements.
- Attend training to maintain compliance with all child safety legislation, standards, and regulations.
- Complete all mandatory training in a timely manner.
- Escalate and report all matters related to student safety immediately.

**4. Qualifications, Registrations and Experience**

Qualifications & Registrations

- Chief Supervisors must have, or be willing to obtain a Working With Children Check E card
- Must complete online training provided by VCAA. This training will be provided prior to September General Achievement Test (GAT).

Experience

- Previous experience as a VCAA supervisor will be highly regarded
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Confident in working autonomously and in a team setting to produce quality outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

**5. Attributes**

The following attributes will be relevant to support the incumbent in performing this role:

- Strong personal commitment and passion for education of students with additional learning support needs
- Patient, supportive and encouraging character combined with a strong job-focus work ethic and ability to be firm and assertive when needed
- Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships



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- Committed to uphold the vision and values of Peninsula Grammar
- Genuine interest in the School, students, and families in the School Community

**6. Additional Information and Special Conditions**

Chief Supervisors cannot be:

- Related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2022
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2022
- Related to, or associated with, any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in 2022, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2022
- Employed by the school in any capacity, including as a teacher, Casual Relief Teacher (CR1) or a member of the administration staff.
- As a member of the School staff, the incumbent is committed to the Mission and Values of the School
- In all matters concerning employment, this position is ultimately responsible to the Principal. In its day-to-day duties, the role will be responsive to the Director of VCE and the needs of the School
- Work attendance outside of ordinary school hours is required where directed.

Tenure: Casual appointment

**Core Demands**

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>