



# Caroline Chisholm Catholic College

## Position Description

### Chief Supervisor Role

**CLASSIFICATION:** Casual

**REPORTS TO:** VASS Coordinator

The Chief Supervisor role involves a range of responsibilities, however there are several tasks that VCAA consider to be specific for the role of the Chief Supervisor.

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#### **Duties**

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Specifically, the duties include:

- Overall responsibility for the conduct and administration of VCE external assessments
- Overseeing all exam supervisors during all examination periods throughout the year.
- Ensuring all external assessment materials are correct within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirement.
- The collection of external assessment materials on the day of the examinations
- 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 all response material is collected and packed according to VCAA requirements
- The safekeeping and handling of completed response material to the VCAA courier
- Liaising with the VASS Coordinator

The Chief Supervisor needs to have flexible availability and be available the following days in 2024;

- Must be available all day for the GAT Examination on 18<sup>th</sup> June.
- Must be available each day of the VCAA End of Year Examination Period – 29<sup>th</sup> October – 20<sup>th</sup> November.
- May need to be available 19<sup>th</sup> September – 25<sup>th</sup> September for Trial Examinations.

Attributes of the Chief Supervisor:

- Patient, supportive and encouraging character combined with a strong job-focus work ethic
- Hardworking and willingness to perform this role at a high standard
- Strong personal commitment and passion for education of students
- Genuine interest in the school environment

The Chief Supervisor cannot be:

- Related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2024
- Teaching or tutoring any student in a VCE Unit 3 or 4 study in 2024

- Related to, any school personnel engaged in organising or checking VCE external assessment materials
- Employed by the school in any capacity

Payments for Chief Supervisor is a set amount for each examination which is calculated by VCAA dependant on the length of the examination.

Experience within a Chief Supervisor role is desirable but not a prerequisite.

If this role is of interest for you please contact Jasmine La Rocca – VASS Coordinator  
j.larocca@cccc.vic.edu.au

All applications are due by Monday 15<sup>th</sup> April.

### **Team Culture**

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way
- Work closely with our Marketing and Communications Coordinator to meet deadlines

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### **Selection Criteria**

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- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems including accurate, efficient and effective data entry.
- Strong knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

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### **Terms & Conditions**

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

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**Caroline Chisholm Catholic College is a Child Safe School**

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