



# Ballarat High School *pride, respect and responsibility*

Sturt Street West Ballarat 3350 | Telephone 03 5338 9000 | Email [ballarat.hs@edumail.vic.gov.au](mailto:ballarat.hs@edumail.vic.gov.au) | [www.ballaraths.vic.edu.au](http://www.ballaraths.vic.edu.au)

## POSITION DESCRIPTION: VCE EXAM SUPERVISOR

**TIME FRACTION:**

**Casual**

**SALARY:**

**As per VCAA rates**

**EMPLOYMENT PERIOD:**

**2021 onwards**

**VACANCY NUMBER:**

**Not applicable**

### SCHOOL PROFILE:

Ballarat High School has a long history and tradition of providing a quality education to the youth of Ballarat. While the school has changed physically over its hundred-year history, what has not changed is the significant contribution it makes to many young lives.

### A COMMUNITY OF LEARNERS

Our learning culture is supported by our Ballarat High School Learning Dispositions and the values of Pride, Respect and Responsibility. As a learning community, we are committed to educating the individual learner and focus on developing a growth mindset within our community. Our tradition of academic excellence combined with a long history of outstanding extracurricular programs and a supportive mentor program ensures the development of the whole student.

As a large school, we have a small team structure in place:

- Years 7 and 8 learning teams
- Year 9 ARCH Program
- Years 10 to 12 learning teams

This structure supports every student in a safe and positive learning environment enabling all students to feel connected to their school. Every student is connected to a Learning Mentor, a teacher who will support them with their learning. We have high expectations of our students and teachers. We believe that high expectations encourage students to be responsible for their own learning and behaviour. We value and encourage parents to be actively involved in their child's learning. We have a number of parent groups (Boat Club and Performing Arts Support) that make a significant contribution to our school.

Please visit [www.ballaraths.vic.edu.au](http://www.ballaraths.vic.edu.au) for additional information.

### ROLE DESCRIPTION:

Chief supervisors and assistant supervisors are employed by Ballarat High School to oversee the conduct and administration of VCE external assessments as required by the VCAA.

Ballarat High School is seeking expressions of interest for both the Chief Supervisor role and also exam supervisors who work under the supervision of the Chief Supervisor.

## **RESPONSIBILITIES:**

### **Chief supervisor's 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 have overall responsibility for the conduct and administration of VCE external assessments.

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 requirements
- 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 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 assessments
  - capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice.

### **Training sessions**

Newly appointed chief supervisors must attend one of the VCE Examination Conduct and Administration training sessions for the VCE 2021 external assessments before the GAT in June.

New chief supervisors are entitled to receive a payment for their attendance.

### **All Supervisor's responsibilities**

All supervisors, including chief supervisors, are responsible for:

- familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- 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
- ensuring correct external assessment materials are distributed to students
- communicating specific requirements to students before, during and at the conclusion of

each VCE external assessment, which includes, but is not limited to, the relevant announcements and Examination Centre Messages

- making arrangements for procedures to be followed when a student becomes ill or needs to use toilet facilities
- ensuring that no student infringes on the rights of any other student to complete their VCE external assessment
- being vigilant in reporting emergencies immediately to authorised school personnel
- completing a 2021 Incident report for VCE external assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room that are inconsistent with VCAA policies or procedures.
- 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
- being vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently causing them discomfort
- 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, such as using electronic devices for personal reasons, or consuming food or drink (apart from water)
- wearing appropriate footwear and accessories so as not to make undue noise that may disturb students
- avoiding the use of strongly scented perfume or aftershave
- avoiding conversations with other supervisors while in the examination room
- avoiding unnecessary discussions or arguments with students.
- maintaining
  - Attendance Rolls
  - a seating plan for each VCE external assessment
  - a journal that records whether each VCE external assessment proceeded normally and if not, brief notes on what occurred that was out of the ordinary
  - a log of all students going to the toilet
  - a record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet form

### WHO MAY APPLY:

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

### **Eligibility criteria**

Chief supervisors **cannot** be any of the following:

- a person cannot be appointed as a supervisor at BHS where they have taught Units 1-2 or 3-4 in the past two years at BHS.
- related to or associated with, any student undertaking a VCE Unit 3 or 4 study in 2021.
- teaching or tutoring any student in a VCE Unit 3 or 4 study in 2021
- related to, or associated with, any person engaged in teaching, tutoring or coaching any students undertaking a VCE Unit 3 or 4 study in any school
- personnel engaged in organising or checking VCE external assessment materials on behalf of a school in 2021.
- employed by BHS as a teacher (including Casual Relief Teacher) or a member of the administration staff.
- any person appointed as a supervisor must not have accepted a voluntary resignation package (for example, a Voluntary Departure Package or Voluntary Separation Package) from any Victorian Public Sector employer for a minimum period of three calendar years from the

date of separation or be bound by any relevant agreement signed in relation to any other separation payment.

- 1 *Examples of related to, or associated with, students or any person include children, relatives/relationships by marriage or de facto or by other living arrangements, friends, neighbours, business or community associates, tutoring or teaching relationships.*
- 2 *Examples of related to or associated with schools (or educational organisations) include a school or educational organisation at which they teach or have taught, tutored, or attended immediately before their employment, or at which a spouse or other person with whom they have a relationship or association, as defined above, is involved with VCE Unit 3 or 4 in 2019, or they are a member of the administration or teaching staff.*

### **CHILD SAFE STANDARDS:**

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

### **EEO AND OHS COMMITMENT:**

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

### **OTHER INFORMATION:**

#### **Conditions of Appointment**

- It is now a legal requirement that all VCE written examination supervisors obtain a Working with Children Check (WWCC) before commencing work, unless they are eligible for an exemption under the Act.
- Supervisors must keep confidential and not disclose or divulge by any means or in any way to any person not authorised to receive it either during or after the period of appointment; any details about VCE external assessment materials entrusted to or prepared by them in accordance with the duties of their appointment or any information, knowledge or material that comes into their possession as a result of their appointment that they know or should have known is confidential.
- Comply with any directions for the conduct and administration of 2021 VCE external assessments as the VCAA may make from time to time.
- Comply with any directions from the principal of the school responsible for hosting 2021 VCE external assessments where they perform duties regarding the receipt, safe custody and security of the assessment materials entrusted to them and comply with any directions from the principal in maintaining the absolute security of the assessment materials.
- Immediately report to the VCAA Senior Project Manager, Examination Planning and Logistics if they become aware of any circumstances that may suggest such information or

assessment material has or may have improperly become known to any person they know or should have known is not entitled to see it before an assessment, or become aware of any circumstances that might compromise or be seen to compromise the confidentiality expected of a supervisor thereby rendering it inappropriate for their employment with the school to continue

## **Supervisor Payments**

The VCAA provides schools with the funds for the payment of supervisors based on the Supervisor allocation rules.

The rate of pay for GAT and VCE examinations is: \$39.28 for chief supervisors and \$32.55 for assistant supervisors per hour (NB: the 2021 rates are still to be fully confirmed)

Chief supervisors will be paid an additional administrative allowance for work associated with checking stationery and papers after delivery; preparation of the materials; the packaging of the response materials for courier collection and for the handing over of the materials to the courier.

The administrative allowance is based on the total number of students presenting at a centre. The funds provided by the VCAA do not include payment for setting up furniture in the centre. Schools are responsible for arranging the setting up of furniture in the centre.

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

Detailed information on all terms and conditions of employment is available online at the Departments Human Resources website at [www.eduweb.vic.gov.au](http://www.eduweb.vic.gov.au).

## **APPLICATIONS:**

Enquiries regarding the position can be directed to Mrs Michele Kennedy 03 5338 9000.

Expressions of interest should include a CV including details of relevant skills and experience, 3 referees and a maximum of one page responding to the role responsibilities and eligibility criteria.

Expressions of interest are to be submitted to the school on [ballarat.hs@education.vic.gov.au](mailto:ballarat.hs@education.vic.gov.au) by 12.00 midnight on the 11<sup>th</sup> of February.