



# VCE Coordinator

Position reports to	Principal
FTE	1.0 (Admin 0.35/Teaching 0.65)
Classification	Southern Cross Grammar Enterprise Agreement 2017-21
Duration	Ongoing teaching position with 3 year Position of Responsibility

## Purpose of the Role

The VCE Coordinator is a member of the Senior School teaching team. This role incorporates a range of curriculum, administrative and organizational responsibilities with respect to overseeing the VCE program in the School.

## Key Aspects of the Role

- Provide support to Senior School students for the duration of their VCE program
- Work collaboratively with the Deputy Principal, Head of Teaching and Learning and VCE teachers to ensure that VCE assessment and reporting comply with Government requirements.
- Assist in the process of appropriate subject selection by all students to enable them to meet VCAA minimum requirements for successfully attaining the VCE certificate and qualification.
- Liaise with the VASS Administrator to ensure accurate VCE subject enrolments and accurate entry of assessment results and indicative grades
- Compile rankings within cohorts of 3/4 subjects.
- Assist with and lead the updating of VCE documentation, including the School's Curriculum Guide and policy handbooks.
- Develop and manage the SAC calendar.
- Develop exam timetables for mid and end of year exams.
- Oversee the Year 10-12 Mid-Year exams and Unit 3/4 Trial Exams.
- Assist with the organisation of VCAA exams (GAT and November exams).
- Assist with the applications for Special Provisions and Derived-exams scores
- Liaise with VCE teachers over the resubmission of tasks and re-scheduling of SAC's.
- Remain informed of updates to VCE courses, ensuring any changes to curriculum content and assessment tasks are correctly implemented by teaching staff
- Support the VCE teachers and ensure they fulfil their VCAA and SCG responsibilities.
- Oversee student subject changes
- Implement and oversee the SAC Re-sits.
- Monitor student attendance and engagement, and initiate follow up action with students, staff and parents.
- Maintain accurate records and ensure there is complete and accurate documentation on individual students.



- Ensure moderation and cross marking processes are in place and being implemented.
- Oversee VCE small group partnerships and subject audits, ensuring that teachers fulfil the requirements for these activities
- Assist with the applications for Special Provisions and Derived-exam scores
- Review and evaluate VCE procedures within the School and to recommend and implement changes as appropriate.
- Liaise with VCAA on questions relating to VCE that are raised by staff or students on matters concerning the VCE or Tertiary Entry Requirements.
- Guide and support staff undergoing VCE audits in consultation with the Principal.
- Attend Heads of Department/LAL/Curriculum meetings
- Undertake teaching responsibilities at a 0.65 FTE load
- Any other duties as reasonably requested by the Principal.

## Key Contacts

- Principal
- Deputy Principal
- Head of Teaching and Learning
- Senior Leadership Team members
- Pathways Coordinator
- Staff and School Community
- Subject Association/s

## Health and Safety

Staff are required to:

- Take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- Demonstrate awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- Participate in Work Health and Safety related training
- Promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe. All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety



- Undertake training to maintain compliance with all child safety legislation, standards and regulations.

## Key Capabilities

- Confident in working autonomously and in a team setting to produce quality outcomes for students
- Clear sense of personal accountability
- Exemplary teacher with demonstrated understanding of curriculum design and pedagogy including the integration of appropriate technologies which embrace best practice principles of learning and teaching across years 7 – 12
- Experience in leading teams and the capacity to develop co-operative working relationships which promote excellence in teaching and learning
- High level of positive initiative
- Effective time management strategies and the ability to prioritise workload
- Effective management and administration skills
- Genuine interest in the School, students and families in the School Community.

## Conditions of Employment

- Fixed term 3 year appointment commencing January 2022 with substantive ongoing teaching position
- VIT Registration
- Relevant qualification/s in Education
- Current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake
- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes
- Salary packaging benefits, professional learning opportunities
- Employment and leave provisions as outlined in the Southern Cross Grammar Enterprise Agreement 2017-21
- Southern Cross Grammar is an equal opportunity employer