



VCE Coordinator POL3

ROLE PURPOSE

This position is an exciting opportunity for a teacher and/or curriculum leader with VCE experience to drive the compliance requirements for course structure and VRQA documentation. The successful applicant will be supported by the College's Leadership team, the College's partnership with Marymede Catholic College and by Melbourne Archdiocese Catholic Schools (MACS) staff.

The successful applicant will have a vision for VCE and can articulate this vision to the College community.

The role will have a significant less teaching load until the beginning of 2024.

The VCE Coordinator will take responsibility for and report to the Director Learning & Teaching in all matters relating to the VCE and liaise with other local education providers.

ACCOUNTABILITY

Reports to: Principal, Director Learning & Teaching

Internal liaisons: POLs, staff and students.

External liaisons: Parents, MACS, external providers

CONDITIONS

Conditions as per VCEMEA 2018

Ongoing employment status

Three Year Position of Leadership tenure

Appraisal: First; Second and Formal review in Third Year

POL Remuneration: as per VCEMEA 2018

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ A capacity to integrate the Church's teachings into all aspects of curriculum Understand the importance of nurturing a personal relationship with Christ
Commitment to Child Safety	<ul style="list-style-type: none"> Experience working with children A demonstrated understanding of child safety A demonstrated understanding of appropriate behaviours when engaging with children Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) Be a suitable person to engage in child-connected work
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> Teaching qualifications Current Victorian Institute of Teaching (VIT) registration

	<ul style="list-style-type: none"> • Accreditation to teach in a Catholic school (or be working towards such accreditation) • Experience in teaching at VCE level
Key Selection Criteria	<ul style="list-style-type: none"> • Experience as a senior year's teacher who models excellence in teaching • Demonstrated capacity and experience in senior curriculum and student management • Effective interpersonal, communication and high level organizational skills • Demonstrate a commitment to Catholic education and the values of the Mercy tradition • Have an understanding of the issues facing young people nearing adulthood • A demonstrated understanding of child safety
DUTY STATEMENT	
Transition	<ul style="list-style-type: none"> • Organise Commencement Week activities and VCE Parent Information Evenings • Update and oversee the VCE Handbook for staff, student and parents reference • Liaise with relevant staff on student transition issues • Organise VCE subject selections & supervision of VCE enrolments • Represent and promote the school at such functions as information mornings for prospective parents, information evenings and orientation days as required • Counsel students with Careers and pastoral leaders regarding subject choices and progress • Prepare VCE documentation and provide information for staff, students and parents • Liaise with the Deputy Principal Operations to organise VCE information events
Curriculum & Assessment	<ul style="list-style-type: none"> • Administer and be responsible for the calendar of VCE procedures and deadlines • Authorise extensions of deadlines for internal assessment and monitor submissions • Coordinate and manage all VCE examinations, including the GAT • Coordinate and manage all trial VCE examinations • Have a knowledge of curriculum and social issues affecting senior students in years 10-12 • Maintain a detailed understanding of the specifications and requirements of each subject, as well as how the VCE package as a whole operates and fits together • Ensure students are provided with written details of the VCAA rules and the College's rules and procedures, including rules for authentication of College based Assessment • Ensure Special Examination Arrangements are appropriate are completed as stipulated (including the provision of evidence) and submitted by the due date • Teachers are notified and supported in College based Assessment Audit processes • Teachers are supported in the development of School-based Assessment tools that are equitable, balanced, efficient, valid and reasonable • An accurate oversight of internal/external assessment tasks/due dates for formal assessment and ensure these are timed and organised to ensure optimum outcomes • Have an audit process to ensure current accredited study designs and current text lists are used
Monitoring Attendance & VCE Conduct	<ul style="list-style-type: none"> • Monitor attendance of VCE students in line with the Attendance Policy and those at risk of not meeting this requirement • Liaise with parents to ensure any concerns are addressed promptly • Monitor the progress of each VCE student by reviewing continuous reporting via SIMON and conversations with House Mentors and be aware of any emerging issues relation to potential concerns of academic achievement or engagement • Ensure that failure to meet published deadlines is followed up with the student, parents and all relevant Senior School staff and that new completion dates are adhered too
VCE Administration	<ul style="list-style-type: none"> • Administration of VCAA regulations as they apply to VCE students • Ensure students are enrolled (via the VASS Administrator) in appropriate courses • Facilitate the distribution of VCE results in December and complete required reports • Establish and publish SAC dates, examination dates and other important VCE dates • Provide management direction with the VCAA related to Senior course pathways • Have a thorough understanding of the policies and procedures of the VCAA including monitoring and communicating relevant updates from VCAA • Be the receipt of VCAA material, the communication of VCE in-service and PD material to staff and

	<p>the dissemination of all VCAA publications</p> <ul style="list-style-type: none"> • Be responsible for the preparation and supervision of all VCE procedures • Support the VASS Administrator with the Victorian Assessment Software System (VASS) and develop an internal audit process to ensure data held on VASS is true and accurate • General communication with VCAA and Victorian Tertiary Admissions Centre (VTAC) • As required administration of the Distance Education (DECV) and Victorian School of Languages (VSL) enrolments, liaison between the students and the DECV and VSL staff • Management Vocational Education and Training (VET) and School Based National Apprenticeships (SBNA) enrolments in conjunction with RTO's • Liaise with the Learning Diversity Leader for special provision for students with a learning disability. This includes the application of special exam arrangements to the VCAA and Special Entry Access Scheme (SEAS) applications to VTAC • Liaise with Registered Training Organisations (RTOs) in the auspicing of VET subjects • Run an eligibility report on VASS regularly (e.g. each term) and when a student's program of study is changed • Ensure that the yearly Agreement to Conduct and Administer VCE External Assessments is signed by the principal and returned by the due date
Professional	<ul style="list-style-type: none"> • Ensure communication with parents, students, teachers and/or leadership is clear, constructive, proactive, timely and collaborative • Be involved in relevant PD and keep abreast of all VCE directions and innovations • Consistently model professional behaviour and quality learning & teaching • Meet regularly with the Director Learning & Teaching outlining academic challenges for VCE students and summarises any general concerns expressed by parents, students or staff in relation to the progress of a student of the delivery of an VCE course