



VCE EXAMINATION CHIEF SUPERVISOR Keilor Campus

Casual position leading the team supervising of General Achievement Test (GAT) in June and VCE examinations over an approximately three week period in October and November, ensuring the fair and consistent conduct of examinations in an environment that enables students to perform at their best.

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for over 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and be willing to participate in our co-curricular program.

ABOUT THE POSITIONS

Expressions of interest are sought for the position of Chief Supervisor of VCE examinations.

Training for this positions will be provided by the Victorian Curriculum and Assessment Authority.

The position entails supervision of examinations under conditions set by VCAA. The Chief Supervisor's role also includes some administrative responsibilities. The Chief Supervisor is expected to be available to supervise all VCE external assessments and during the second week of the September term break to conduct the practice examination week. In addition, must be available post 6pm each day for courier pickup.

Prospective applications should note that the following conditions strictly apply:

Chief Supervisors *cannot* be:

1. Closely related to or associated with **any** students undertaking a VCE Unit 3 and 4 study in 2018.
2. Teaching **or** tutoring **any** student in a VCE Unit 3 and 4 study in 2018.
3. Closely related to or associated with **any** person engaged in teaching, tutoring or coaching any students undertaking a VCE Units 3 and 4 study in 2018, or **any** school personnel engaged in organising or checking external VCE assessment materials on behalf of a school in 2018.
4. Employed by the school in any teaching (including CRT) or administrative capacity.

Details of the above expectations and conditions will be discussed at interview.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and interviews conducted by staff directly involved with the position.

CONDITIONS OF EMPLOYMENT

- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and take all reasonable steps to promote the safety of children.
- Casual hourly rates of pay, as determined by the Victorian Curriculum and Assessment Authority, apply.
- Details of employment conditions, including salary, can be discussed at interview.
- All non-teaching staff members are required to show evidence of a Working with Children (Employee) check.

APPLICATIONS

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant
Overnewton Anglican Community College
2-30 Overnewton Road
KEILOR 3036

Or

Email: humanresources@overnewton.vic.edu.au Telephone: 03 9334 0000

EMAILED APPLICATIONS PREFERRED

Closing Date for Applications: 5 pm on Monday 3 September, 2018

Emailed applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph.: 9334 0000).