



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of
VCE Coordinator

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College Overview

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

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Four schools, two campuses, one college

The College is organised into Junior School (Preparatory – Year 4, Canowindra Campus), Middle School (Years 5 – 8, Yirramboi Campus), Year 9 (Canowindra Campus), and Senior School (Years 10 – 12, Yirramboi Campus). Each School has its own Head of School and its own Parent Support Team and is functionally self-contained. The structure gives a small school community intimacy to the entire College and is supported by our large school facilities, large VCE subject choice and support services. The College is a safe, happy, ordered environment in which disciplined behaviour is a natural outcome of motivated students, engaging and demanding programs and excellent pastoral care systems.

Proudly Anglican

The College has a Chaplain and every child attends Chapel once a week. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory Year to Year 11.

Affordable education

To allow access to our education, the College maintains affordable fees with State and Commonwealth Government funding providing the balance.

Consistently high academic results

Our VCE results are particularly pleasing when we consider that Overnewton encourages all students to complete the VCE regardless of their academic ability. Overnewton participates in the NAPLAN tests and results can be viewed here.

Parental involvement

Recognising that education is a partnership, the College seeks high parental involvement and each family contributes 12 hours of service to the College per term. There are over fifty parent working groups helping in areas such as classroom assistance, gardening, yard duty, student banking, photocopying, catering, canteens and the annual fair. There are regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation.

We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being 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 taking all reasonable steps to promote the safety of children.

Position Overview

Position Title	VCE Coordinantor
Campus:	Yirramboi
Reports to:	Director of Teaching and Learning
Time Fraction:	0.44 FTE, including up to 0.56 FTE teaching allotment
Tenure:	Position is a 3-year contract, with ongoing tenure at the College as a teacher
Effective date:	1 February 2024

Position Summary

The VCE Coordinator is a key Senior School position within the leadership of Teaching and Learning at the College. The role is responsible for the vision, implementation, promotion and administration of the Victorian Certificate of Education (VCE), including the Vocational Major Program and VET Studies. More than a purely administrative role, it is anticipated that the Coordinator will contribute richly to the formation of the College strategy with regards to our learning culture, continual improvement in the VCE across all subjects, and use of learning data to track and improve all student outcomes. The role also has some pastoral elements, in collaborating with Year Level Leaders and the Career Development Team, demanding a care for and curation of student pathways, involvement in responding to the individual needs of students in their VCE studies, and assisting in the facilitating of special provisions. This pastoral support of students also involves supporting parents and teachers as they, in turn, support the students.

The work of the VCE Coordinator extends to those aspects of the Year 10 program that involve assessment and learning processes similar to those undertaken in VCE subjects.

The VCE Coordinator will be expected to work with significant autonomy at times, being responsible for shaping, implementing and reviewing processes, as well as working closely with staff, students and families. They will also need to be a keen team player, working closely with the Senior School Head of Learning, the Director of Teaching and Learning and Head of Senior School, sharing in a highly collaborative and collegial work environment.

The Coordinator will be a member of the College's Academic Executive, who are responsible for the leadership of teaching and learning across P-12.

Position Relationships

- Director of Teaching and Learning
- Heads of Senior School
- Deputy Head of Senior School
- Head of Learning Senior School
- Head of Learning Development and Support
- Heads of Faculty
- Vocational Major Coordinator
- VASS Coordinator

Key Responsibilities

Leadership of the VCE Program

- Developing and delivery the College's vision for the VCE program;
- including subject offerings, student pathway options, the preparation of Years 9 and 10 for the VCE and cross-curricular imperatives;
- Administration of the Vocational Major Program;
- Serving as the public face and voice of the VCE program at Overnewton Anglican Community College
- Ensuring compliance with all VCE policies and procedures;
- Developing and reporting against a strategic plan for the evolving implementation of the VCE at the College;
- Regular reviewing of our implementation of the VCE, including for example, the College's approach to assessment, subject selection, acceleration, breadth of subject offering and evidence-informed pedagogy;
- Implementation of the College's Learning Dispositions and teaching and learning projects in the VCE program;
- Attending relevant VCE forums, networks, meetings and training, including participating in local area networks;
- Managing any academic incidents of breaching of rules as outlined in the VCAA VCE Administrative Handbook;
- Drafting letters to VCAA from the Principal's office, or requiring the Principal's signature, and acting as the Principal's delegate, if required, in all matters relevant to VCAA;
- Assisting the College Executive with deliberations relating to or impacting upon VCE matters.

Liaising with and supporting teaching staff

- Keeping staff informed in areas related to the delivery of VCE, including:
 - changes to the structure of VCE studies and SAC guidelines;
 - all materials appropriate to individual VCE studies, including Study Designs, the relevant sections of the VCE Bulletins, Assessment Guides and VCAA Memoranda.
- Ensuring that all individual student VCE courses are consistent with VCAA policy and achieve required outcomes with regard to both the successful completion of a VCE and the delivery of an appropriate tertiary preparation;
- Being an active participant within the Head of Faculty Team, chaired by the Senior School Head of Learning, and in attendance at meetings;
- Ensuring appropriate departmental assessment procedures and verification practices;
- Assisting teaching staff to understand statistical procedures relating to Study Scores and the ATAR;
- Supporting Heads of Faculty and classroom teachers with decisions relating to VCE matters;
- Liaising with the Career Development Team, as required, on student pathways, subject selection and VCAA study options.

Administration for Victorian Curriculum and Assessment Authority (VCAA)

- Oversight of all VCAA processes and information management, such as course enrolment, curriculum, assessment, moderation and student-related VCE matters;
- Oversight of VCAA audits (for example, of subjects) and supporting Departments in the process;
- Keeping the Director of Teaching & Learning informed of any changes to important procedures;
- Oversight of the administration of all details in VASS (Victorian Assessment Software System) including student personal details, enrolments for VCE, student transfers and results;
- Administration of VCE and VET scored assessments and partnership arrangements with other schools and applications for;
- Derived examination scores;
- Special exam arrangements.

Student support and monitoring of progress

- Supporting all VCE students in their program of study and monitoring the progress of students through the program;
- Developing and implementing a process for the review of the progress of VCE students, in consultation with the Head of Senior School;
- Liaising with teachers, mentors, Year Level Leaders and the Head of Senior School when VCE students are under-performing academically;
- Communicating with families, as required, when students are at-risk in meeting the VCE or Year 10 requirements;
- Conducting investigations into suspected breaches of the VCAA Administration Handbook – College Authentication Policy;
- Regularly engaging with staff in reviewing student progress;
- Administration of the pathways for students undertaking modified programs, including a variation to the number of subjects being studied;
- Contributing to discussions of issues such as the statistical moderation of SAC marks and its impact upon the Study Scores;
- Management and administration of students subject selection and changes;
- Implementation and administration of subject selections and course changes In consultation with the Timetabler;
- Presenting at the Careers Expo and, as required, at other parent information sessions;
- Working with the Careers Team to support students with applications for recognition of other learning.

Special Examination Arrangements/Special Provisions

- Consulting with the Senior School LDS Coordinator and other relevant professional (internal and external) on SEA/Special Provisions requirements and applications for students;
- Management of the SEA/Special Provision policies, record-keeping and applications including those that relate to SEA and the Derived Examination Score;
- Receiving and disseminating as required all applications, including accompanying documentation such as medical certificates, psychology reports and information from teachers;
- Verifying Second Language and EAL status.

External Education Partnerships

- Virtual Schools Victoria – student enrolments
- Oversee HESS (Higher Education Scored Study) enrolments;
- Oversee University Extension program enrolments.

Team Membership

- Attending meetings and contributing to the Heads of Faculty Team;
- Serving as an active member of the College's Academic Executive;
- Serving as an active member on the Senior School Leadership Team.

Administration of assessments and examinations

- Collecting and publishing in a calendar all SAC/SAT dates for students and parents in electronic form
- Ongoing management of the SAC calendar throughout the year;
- Assistance with the conduct of the VCAA examinations with regard to Special Examinations Arrangements, preparation of lists, enforcing relevant rules and regulations;
- Assisting students with examination procedures;
- Administration of the GAT;
- Distributing & collecting of the relevant input sheets to teachers for SAC and SAT marks for the various assessment cycles;
- Collection of assessment information (scored assessment) relating to VE;
- Examination Timetable and Administration of Year 10 and Unit 1 / 2 Examinations;
- SAC administration across the school (this includes Catch Up Classes, Rescheduled Assessments, Approval of Certified absences, DES);
- Oversee VASS data (including Indicative Grades, Student Ranking at Unit 3 / 4);
- Oversee small group partnerships (such as partner schools for VCE, PA classes and languages);
- Liaise with the Chief Supervisor of external examinations;
- Liaise with the VCAA regarding the preparation for external examinations, preparation of materials, checking and collection of papers ensuring appropriate arrangements are in place for external examinations.

Results and reporting

- Calculate predicted ATARs for all Year 12 students;
- Providing required data to the Career Development Team to inform their VTAC application discussions;
- Assisting the Director of Teaching and Learning and the Community Relations Team in preparing for results publications;
- Contribute to a comprehensive report of Year 12 VCE results for the Principal and senior staff at the end of year academic year;
- In addition, producing a summary of the relevant statistical data for the Community Relations Team;
- Authoring and delivering a presentation to the College Board on VCE performance and comparisons with other schools.

Key Selection Criteria

- Demonstrated commitment to achieving best practice in teaching and learning in senior years;
- Ability to use data to influence strategic direction to embed a learning culture with continuous improvement of student outcomes across all subjects;
- A proven ability to gather, manipulate, communicate and lead others in using data to inform learning practices;
- Strong understanding of all VCAA requirements and ability to ensure educators, families and students understand the elements that are important to them;
- Proven experience and effectiveness in leadership, particularly in building high-performance where you may not be the designated leader;
- Ability to work in a coaching capacity, and support other leaders in their development and effectiveness;
- In line with our Christian ethos all appointed Educators must be able to teach Religious and Ethical Vocational Education for the year levels that they are appointed to teach core or specialist subjects;
- Commitment to the Overnewton College Values.

Relevant Skills, Knowledge and Experiences

- Suitable teaching qualifications and relevant leadership experience.
- Postgraduate qualifications, preferably at the Masters level.
- A sound knowledge of, or experience in a similar role will be highly regarded.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination 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 well-being 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 taking all reasonable steps to promote the safety of children.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than 2 pages, which summarises your educational philosophy and experience relevant to the key responsibilities of the role;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Principal or delegate at final interview.

Applications will be processed upon receipt.

Closing date for applications 29 September 2023.

