



Chief Supervisor – VCE Examinations Position Description

Position Title: Chief Supervisor – VCE Examinations
Reporting To: VCE Coordinator / Head of Secondary
Employment Status: Casual

Purpose of the position

The Chief Supervisor is responsible for the effective, secure, and compliant supervision of VCE examinations in accordance with the Victorian Curriculum and Assessment Authority (VCAA) examination rules and procedures. This role ensures that all examinations are conducted with integrity, consistency, and fairness for all students.

Key Responsibilities

Examination Administration

- Oversee the conduct of all VCE examinations at the College in accordance with VCAA regulations and timelines.
- Ensure examination rooms are prepared correctly, including seating plans, materials, signage, and approved resources.
- Manage the secure receipt, storage, distribution, and return of examination papers and materials.

Supervision & Staff Management

- In conjunction with VCE Coordinator, lead, brief, and supervise Examination Supervisors and support staff during examination sessions.
- Allocate duties to supervisors and ensure all staff understand and comply with VCAA examination procedures.
- Act as the primary point of contact for supervisors during examinations.
- Student Supervision & Compliance
- Ensure students are correctly identified and seated according to seating plans.
- Provide clear instructions to students at the commencement of each examination.
- Monitor examinations to maintain a calm, fair, and distraction-free environment.
- Address incidents, breaches, or irregularities in accordance with VCAA protocols and report them promptly.

Communication & Reporting

- Liaise with the VCE Coordinator and College leadership regarding examination matters.
- Complete all required documentation, reports, and incident records accurately and within required timeframes.
- Communicate professionally with students and staff regarding examination expectations and procedures.

Key Selection Criteria

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Previous experience supervising VCE or senior secondary examinations (desirable);
- Sound understanding of VCAA examination rules and procedures (or willingness to undertake training);
- Experience working in an educational or administrative setting (preferred);
- A current Working with Children Check or VIT Registration.

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Faith, Mission and purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Demonstrate a pleasant and professional manner;
- Strong attention to detail and ability to follow strict procedures;
- Excellent organisational and time-management skills;
- Clear, calm, and confident communication style;
- Ability to manage staff and students in high-pressure environments;
- High level of integrity, discretion, and professionalism.

Employment Conditions

- This role is seasonal during VCE examination periods and there is a requirement to be available for exam collection out of hours.
- All staff (including casual) are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our *Student Safety* policy and standards, and that we have a zero tolerance of child abuse in any form.

January 2026