

Victorian Certificate of Education (VCE) Coordinator

POSITION
DESCRIPTION



Reporting to:	Head of Teaching and Learning - Secondary
Employment Fraction:	Fulltime
Teaching Tenure:	Ongoing
Leadership Tenure:	3 years fixed term
Leadership Salary:	Level 3
Leadership Time Release:	0.3 FTE and Homeroom (or equivalent)
Commencing Location:	Mt Ridley
Prepared:	August 2022

Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened a 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 2,005 students and employs some 210 staff - 146 teaching and 64 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,355, Donnybrook 525 & Kalkallo 125.

The school is on a growth trajectory and in 2023 is expected to increase to 2,300 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

Hume Anglican Grammar acknowledges the critical role in effectively managing the School's delivery of the Victorian Certificate of Education (VCE). The VCE Coordinator is a teacher who ensures the School executes all Victorian Curriculum and Assessment Authority (VCAA) requirements with the greatest efficiency and effectiveness.

The VCE Coordinator is recognised and respected by colleagues, students and parents as an exemplary manager with a high level of personal organisation and extensive knowledge of VCE requirements. They have demonstrated consistent and effective managerial practices and are able to initiate and lead the implementation of the VCE. They seek ways to improve the conduct of the program and can share relevant experience with colleagues to set direction. They are skilled in mentoring teachers, ensuring the welfare needs of students are met, implementing improved procedures, and encouraging professional engagement in others.

The VCE Coordinator works in close partnership with the Assistant Principal – Secondary, the Years 11 and 12 Coordinators, and the Academic Officer. The VCE Coordinator is a middle leadership position reporting to the Head of Teaching and Learning – Secondary who plays a pivotal role in supporting and assisting them to realise their vision.

Responsibilities and Duties

Subject to the discretion of the Principal, the VCE Coordinator is responsible for the implementation, delivery and management of the Victorian Certificate of Education.

Responsibilities include:

VASS Administration

- Complying with all requirements of VCE administration including enrolment, assessment, student attendance, monitoring and record keeping with oversight of the Victorian Assessment Software System (VASS)
- Liaising with the VCAA and other external agencies and providers (including VET, and other schools) in the management of the VCE
- Remaining well informed regarding all matters related to the administration and conduct of the VCE
- Enrolling and monitoring students studying subjects through Virtual School Victoria (VSV) and the Victorian School of Languages (VSL)
- Overseeing and assisting with the completion of derived score applications, when required
- Overseeing the Academic Officer in their role administering the VASS system to ensure all required information is recorded accurately, fully, and in a timely manner

VCE Delivery and Enhancement

- Establishing an approach to create a high performing VCE program which involves the ongoing investigation, analysis, evaluation and modification of all facets of the system
- Leading staff to create a positive learning environment to enhance the delivery of the VCE
- Coordinating all VCE documentation for staff, students and parents, including the VCE Rules and Procedures handbooks
- Coordinating and managing all aspects of Units 3 and 4 end-of-year examinations, and the General Achievement Test (GAT)
- Creating and administering the SAC/SAT calendar and assist with the scheduling of SACs and assessment tasks
- Chairing the VCE panel in matters regarding students and families in complying with the rules and regulations of the VCE and its implementation at Hume Anglican Grammar

Reporting, Liaison and Advice

- Analysing, identify and report on trends in VCE data to provide insight into areas for attention or improvement
- Providing reports, both written and verbal, containing detailed analysis of VCE results to staff and school leadership as required
- Providing guidance and direction to staff concerning the VCE including guidance and support to staff undergoing subject audits
- Providing expert advice to students and parents on all matters concerning the VCE, including subject selection and changes
- Coordinating, and where appropriate conducting the training of VCE teachers to ensure they are placed to provide a high-quality program
- Conducting professional development of staff to equip teachers to determine both Unit results and Indicative Grades for individual students
- Operating in close collaboration with the Careers Counsellor on tertiary course selection and assisting in the creation of reports
- Forming the strongest of connections with parents through regular and comprehensive communication
- Assisting and directing teachers in administrative tasks associated with the conduct of the VCE including the formation of school partnerships, completing subject audits, and other organisational duties
- Presenting to staff, students and parents on all matters pertaining to the VCE, including VCE rules, subject selection, assessment, etc.
- Working with teachers to ensure the wellbeing and pastoral needs of all VCE students are addressed

- Assisting in the design and implementation of specialised VCE programs for students identified as having special needs
- Liaising with Learning Enhancement staff regarding student special provisions including the application of special exam arrangements to the VCAA and Special Entry Access Scheme (SEAS) applications to VTAC in conjunction with Careers Counsellor

Academic Mentor Program

- Developing, implementing, maintaining and evaluating all facets of the Academic Mentor program
- Reviewing feedback from Academic Mentors to identify emerging student concerns and implement appropriate interventions
- In collaboration with the Assistant Principal - Secondary and Head of Teaching and Learning - Secondary, overseeing the appointment of Academic Mentors and the allocation of students
- Conducting regular meetings with Academic Mentors

General

- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal or nominated delegate

Qualifications, Skills and Experience:

Essential

- Knowledge and experience in the conduct of the Victorian Certificate of Education
- Far-reaching understanding of curriculum developments and managerial best practice
- Leadership experience

Desirable

- Post graduate qualifications in educational management and leadership
- Involvement in professional communities

Personal Qualities

- Exceptional organisational skills, planning, analytical and strategic thinking capabilities
- Outstanding communication and interpersonal skills to build relationships with key stakeholders
- Ability to organise and motivate staff, and provide expert advice to students
- Commitment to professional learning and continuous improvement
- Personal sense of initiative, enthusiasm and high energy
- A resourceful team member who is able to operate in a mentoring, collaborative and inclusive manner
- Pastoral skills and personality which demonstrates a sensitivity for the wellbeing of others
- Demonstrated interest in ongoing personal professional development

Key Selection Criteria

1. Demonstrable knowledge and experience in the conduct of the Victorian Certificate of Education.
2. An inspirational leader with excellent interpersonal skills to effectively communicate, lead, and motivate others.
3. Outstanding organisational competence, planning capabilities, management skills and the ability to prioritise demands.

This Position Description may be altered from time to time to meet the operational needs of the School.