



# VCE Coordinator

<b>Title</b>	VCE Coordinator
<b>Classification</b>	Full Time (Ongoing) – Teaching
<b>Tenure</b>	3 Year Position of Leadership (2027 – 2029)
<b>POL Level</b>	POL 3
<b>Time Release</b>	10 x 70-minute periods
<b>Category</b>	Teaching Staff
<b>Key Reports</b>	Deputy Principal Learning and Teaching Director of Senior Pathways Director of Curriculum and Pedagogy Director of Learning Diversity
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Membership</b>	Curriculum Leadership Team

## Purpose of the Position

The VCE Coordinator will be an expert reference for staff, students and families in the delivery of the Victorian Certificate of Education (VCE), including VET programs. Working closely with the Director of Senior Pathways, the VCE Coordinator will ensure accurate, efficient and compliant implementation of VCAA requirements. The role will support the day-to-day delivery of the VCE through assessment coordination, exam processes, documentation management, VET oversight and timely communication with stakeholders.

The VCE Coordinator will act as the first point of contact for VCE matters, assisting teachers, students and families to resolve curriculum, assessment, eligibility and engagement concerns in a professional and collaborative manner. The role will promote high-quality VCE practice by supporting teachers to implement VCAA Study Designs, maintain assessment integrity and respond to student needs through data-informed monitoring and intervention, ensuring that VCE and VET programs remain well-organised, compliant and focused on student success.

As a member of the College staff, the VCE Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The VCE Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

## Key Contacts

- Director of Curriculum and Pedagogy
- Learning Area Leaders
- Head of School Senior
- Year 10-12 Year Level Leaders
- VASS Coordinator.



## Key Roles and Responsibilities

The VCE Coordinator will be responsible for:

### VCE and VET program delivery

- Supporting Senior School students throughout their VCE and VET programs.
- working collaboratively with the Deputy Principal Learning and Teaching, Director of Senior Pathways, Director of Curriculum and Pedagogy and VCE teachers to ensure VCAA-compliant assessment and reporting.
- supporting consistent implementation of authentication processes and monitoring student eligibility for VCE completion.
- overseeing VET participation with external providers, including attendance, progress and communication with RTOs.

### Assessment, reporting and VASS administration

- Coordinating VASS processes with the VASS Coordinator, including accurate enrolments, results entry and indicative grades.
- managing VCE assessment processes including SAC scheduling, authentication, moderation, cross-marking and SAC resits
- developing and maintaining VCE calendars including SAC calendars, VCAA key dates and administrative deadlines
- leading updates to VCE documentation including the Senior Handbook and Course Guide.

### Exams and special provisions

- Supporting exam coordination including mid-year and end-of-year exams, trial exams and the GAT
- managing Special Provisions including applications, redemptions, Derived Examination Scores and Review Panels
- overseeing VCE subject changes and ensuring accurate documentation and communication
- liaising with VCE teachers regarding resubmission of tasks and rescheduling of SACs.

### Teacher support and professional practice

- Supporting VCE teachers to implement VCAA Study Designs, assessment requirements and curriculum updates
- leading VCE and VET professional learning and advising staff on compliance expectations
- chairing VCE staff meetings and ensuring timely follow-up and communication
- guiding and supporting staff undergoing VCE and VET audits in consultation with Leadership.



### **Student monitoring, engagement and communication**

- Monitoring student attendance, engagement and achievement and initiating follow-up actions with students, staff and families
- communicating with parents and guardians regarding VCE progress, concerns and program requirements
- maintaining accurate student records for audits, compliance and reporting
- responding to stakeholder concerns and taking appropriate follow-up actions.

### **Stakeholder liaison and external requirements**

- Liaising with external senior secondary bodies including VCAA, RTOs and partner schools
- ensuring VCAA regulations are implemented including authentication, credit transfers and delays of decision
- remaining informed of VCAA updates regarding VCE and VET Study Designs and communicating changes to stakeholders
- overseeing VCE and VET small-group partnerships and subject audits, ensuring teachers fulfil requirements.

### **Events and transition activities**

- Coordinating VCE transition activities including commencement programs and VCE Headstart
- assisting the Director of Senior Pathways to develop exam timetables for mid-year and end-of-year exams
- attending VCE events and parent information evenings
- supporting the organisation of VCAA examinations including the GAT and October–November exams.

### **General Qualifications**

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

### **Experience, Knowledge and Skills**

- Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement and high expectations in student learning outcomes.
- Model best teaching and learning practice and demonstrate a commitment to achieving excellence
- Actively support Curriculum Leadership Team, Learning and Teaching Team, School Improvement Plan, Annual Action Plan and MACS initiatives
- Align with the Vision for Instruction



- Make recommendations and contribute to Curriculum Leadership Team discussions
- Analyse learning and teaching programs at Year 7-12 and submit and review annual course submissions
- Support a culture of excellence by acknowledging student achievement and excellence.
- Provide leadership in and contribute to developing staff capacity in ICT and digital learning and literacy, including modelling exemplar practice.
- Contribute to curriculum policy review and creation, as recommended by the policy review schedule
- Communicate and lead Learning Area initiatives by sharing them with stakeholders (eg via communal homerooms with students, morning briefings with staff and the newsletter with parents/carers)
- Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
- Other duties as required by the Principal.

## Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

## Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear vision for the development of VCE knowledge and understanding with stakeholders
4. An ability to work collaboratively and facilitate dynamic teamwork
5. Demonstrated knowledge and leadership of VCE and VCAA requirements



6. Demonstrated capacity to lead operations and support student success through effective organisation, data-informed decision-making, stakeholder communication, compliance monitoring and timely intervention.
7. Proven success as an exemplary teacher.

## Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.