VCE COORDINATOR

ROLE TENURE:	2027 – 2029 (3 -Years)
POSITION OF RESONSIBILITY:	Level 2
TIME ALLOWANCE:	8ppc (74mins)
REPORTING RELATIONSHIPS:	Reports to: ❖ Director of Operations & Systems ❖ Assistant Principal: Learning & Teaching

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of Kildare Ministries in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The VCE Coordinator supports the effective coordination, administration and compliance of the Victorian Certificate of Education at the College. Working with the Assistant Principal – Learning and Teaching, the VCE Coordinator ensures that VCE processes, timelines, assessment requirements and Victorian Curriculum and Assessment Authority (VCAA) procedures are implemented accurately and consistently.

The role works closely with VCE and VCE VM teachers, students, families and relevant College leaders to support student progress, assessment completion and successful pathway outcomes. The VCE Coordinator is a key contact between the College and the Victorian Curriculum and Assessment Authority on matters relating to VCE administration, assessment, compliance and reporting.

CHILD SAFETY

At Marian College, safeguarding students is a collective responsibility of all staff engaged in child-related work. Our dedication is reflected in the comprehensive policies and procedures on our Child Safety webpage. All staff must adhere to our Child Safety Code of Conduct. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

KEY RESPONSIBILITIES

VCE Compliance and Administration

- Implement VCAA regulations, procedures and timelines to ensure compliance across all aspects of the VCE.
- Manage VCE enrolments, data, documentation and reporting through VCAA systems.
- Coordinate Special Provision, Special Examination Arrangements, Derived Examination Scores and other VCAA processes.
- Act as the key liaison between the College and VCAA, ensuring compliance, accuracy and continuous improvement of VCE processes.

Assessment, Examinations and Quality Assurance

- Develop and manage the VCE assessment calendar in collaboration with teachers and leaders.
- Coordinate SAC scheduling, rescheduling, redemption and assessment completion processes in accordance with College and VCAA requirements.
- Organise and administer VCAA examinations, the GAT and trial examinations, including supervision, venue preparation and compliance requirements.
- Support authentication, moderation, cross-marking, assessment review processes and VCAA audits.

Student Progress and Achievement

- Monitor student progress, assessment completion and eligibility requirements in collaboration with teachers and relevant leaders.
- Use achievement and assessment data to identify trends, inform interventions and support improved student outcomes.
- Identify students at risk and coordinate timely communication, support and follow-up with students, families and staff.
- Support student transition into and through VCE by providing guidance regarding requirements, expectations and pathways.

Staff Support and Data-Informed Practice

- Support teachers to analyse VCE and VCE VM data to inform teaching, learning, assessment and student support.
- Coordinate the collection, verification and submission of assessment data, including Unit 3/4 cohort rankings.
- Communicate updates to study designs, policies, procedures and compliance requirements.

Communication and Collaboration

- Provide timely communication to staff, students and families regarding VCE requirements, timelines and key processes.
- Coordinate VCE information sessions, transition events and the publication of the College VCE Handbook.
- Work collaboratively with Learning and Teaching, VCE VM, Careers, Wellbeing, Learning Diversity and senior school teams to support student success.

Other Duties

- Communicate key initiatives, achievements and priorities through College communication channels, including the Newsletter, Staff Connect and other publications.
- Develop and administer the budget in collaboration with the Principal and the Business Manager.
- Contribute to the preparation of compliance, accreditation and reporting requirements for relevant educational and government authorities.
- Commit to ongoing professional development in your area of work.
- Undertake other duties related to the role as directed by the Principal.

WORKPLACE HEALTH & SAFETY

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and address risks and hazards to promote a safe working environment.
- Implement and promote occupational health, safety and risk management practices.

KEY SELECTION CRITERIA

1. Demonstrated commitment to Catholic education and the Mission, Vision, Values and charism of Marian College.
2. Ability to coordinate and enhance programs, initiatives or operational functions that support faith formation, student learning, wellbeing and engagement.
3. Ability to coordinate the collection and analysis of data to identify needs, monitor impact and support informed decision-making
4. Excellent interpersonal, organisational and communication skills
5. Demonstrated capacity to build relationships and work in a team environment.
6. Commitment to professional growth, reflective practice and continuous improvement.

QUALIFICATIONS & EXPERIENCE

- Victorian Institute of Teaching Registration.
- Accreditation to Teach and to Teach Religious Education or Lead in Catholic School (or working towards)

Marian College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures which ensure a commitment to zero tolerance of child abuse.