



Position Description

Chief Supervisor - Examinations



Welcome to our School

Acclaimed as a great private school, Haileybury is a uniquely rewarding educational experience. Through our innovative approach to teaching and learning, students can discover more, achieve more and become more.

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Darwin (Northern Territory) and across South East Asia in China, Vietnam, the Philippines and Timor-Leste.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. Haileybury has also been ranked as the number one coeducational primary school in Victoria and the number two secondary school, based on national testing results.

At Haileybury, "every student matters every day" and as such we prioritise the safety and wellbeing of all students in our care. Every person in our community is to be aware of and abide by the Child Safety and Wellbeing Policies and Procedures to keep every student in our care safe.

Discover more about Haileybury at www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision and mission

At Haileybury our vision is to be recognised as a great world school.

Leading to our mission to develop high-achieving students who are connected globally, to each other and to the communities in which they live and which they will serve. A Haileybury education will focus on the complete development of the student and will be characterised by a commitment to academic excellence, social justice, an international outlook and enterprise and entrepreneurship.



Our core values

Everything that we do is centred around our vision, striving for and achieving more than the expected. Our eight values support and shape this in our daily work:

- Excellence
- Knowledge and skills
- Integrity and respect
- Diversity and cultural global awareness
- Connectedness
- A sense of compassion and caring
- Child safety*
- One school

* zero tolerance for child abuse



Position details

Position title	Chief Supervisor – Examinations
Campus location	Keysborough Campus
Reports to	Deputy Principal, Head of Senior Schools
Manages others	Yes
Salary	\$43.09 per hour + 11% superannuation

Responsibilities

All supervisors are required to carry out a range of responsibilities; however, there are a number of tasks that the VCAA considers to be the specific responsibility of the chief supervisor.

Chief supervisors have overall responsibility for the conduct and administration of VCE external assessments and any additional instructions provided by the VCAA and the school at which they are employed.

Chief supervisors are responsible for:

- reconciling all external assessment materials within 48 hours of delivery, ensuring they are stored in a dedicated secure locked repository according to VCAA requirements
- ensuring there is a clear and common understanding of the requirements for any student with approved Special Examination Arrangements
- ensuring the secure storage and collection of external assessment materials
- ensuring that authorised school personnel are made aware of any student who does not obey or observe instructions given by the supervisor in the examination room
- ensuring that suitable arrangements are available in the event that a student's behaviour requires their removal from an examination room
- ensuring all response material is collected and packed according to VCAA requirements
- the safekeeping and handing over of the completed response material to the VCAA courier
- in conjunction with school personnel, ensuring that all supervisors are;
 - appropriately briefed on the procedures for the conduct and administration of VCE external assessments
 - capable of carrying out the responsibilities of the chief supervisor should they be required to step into the role at short notice.

All supervisors, including chief supervisors, are responsible for:

- familiarising themselves with the procedures for the conduct and administration of VCE external assessments
- familiarising themselves with the specific emergency procedures (evacuations and lockdowns) in place during VCE external assessments
- ensuring they have a clear understanding of the provisions for any student with approved Special Examination Arrangements
- maintaining, within the school's established guidelines, proper order and discipline among students
- ensuring that no students
 - engage in cheating
 - talk at any time while in the examination room
 - share items such as dictionaries, calculators, watches, water bottles or any stationery items
- ensuring correct external assessment materials are distributed to students



- communicating specific requirements to students before, during and at the conclusion of each VCE external assessment, which includes, but is not limited to, the relevant announcements and Examination Centre Messages
- making arrangements for procedures to be followed when a student becomes ill or needs to use toilet facilities
- ensuring that no student infringes on the rights of any other student to complete their VCE external assessment
- being vigilant in reporting emergencies immediately to authorised school personnel
- completing a 2024 Incident report for VCE external assessments form for any late students, any alleged breach of rules or any incidents that occur in the examination room that are inconsistent with VCAA policies or procedures.
- ensuring there are optimum conditions during an external assessment maintaining consistency in their supervision of students' behaviour, treating all students equally
- considering the needs of all students when organising the examination room, with particular regard to students with approved Special Examination Arrangements
- being vigilant in supervising students, but not paying undue or overt attention to any individual student and consequently causing them discomfort
- moving around the room and not remaining in the same position for any length of time not engaging in behaviour that is distracting to students, such as using electronic devices for personal reasons, or consuming food or drink (apart from water)
- wearing appropriate footwear and accessories so as not to make undue noise that may disturb students
- avoiding the use of strongly scented perfume or aftershave
- avoiding conversations with other supervisors while in the examination room
- avoiding unnecessary discussions or arguments with students
- maintaining
 - Attendance Rolls
 - a seating plan for each VCE external assessment
 - a journal that records whether each VCE external assessment proceeded normally and if not, brief notes on what occurred that was out of the ordinary
 - a log of all students going to the toilet
 - a record of all students taking approved rest breaks by completing the Special Examination Arrangements rest break log sheet form

Training sessions

Newly appointed chief supervisors must attend one of the VCE Examination Conduct and Administration training sessions prior to undertaking the role within a school and are entitled to receive a payment for their attendance at these training sessions.

Exam Schedule

The employment expectation for this position is to be available for the entirety of all VCAA Examination periods including:

VCAA Examinations

- Northern Hemisphere (mid-year).
- GAT (mid-year).
- Units 3&4 Examinations (end of year).



- The full schedule of all VCAA Examinations is available at <https://www.vcaa.vic.edu.au/administration/Key-dates/Pages/VCE-exam-timetable.aspx> , however specific dates for all examination periods can be provided to applicants by request.

Haileybury also hosts internal examinations which are available for the chief supervisor to oversee under the same employment conditions. Dates for these examinations vary each year.

Internal Examinations

- Unit 1 and selected Year 9 and 10 examinations (end of Semester 1).
- Units 3&4 Trial Examinations (Semester 2).
- Year 9, 10 and Unit 2 examinations (Semester 2).

Key selection criteria

Required

- Working with Children Check
- Nationally Coordinated Criminal History Check Certificate (NCCHC)
- Completed and signed Supervisor Relationships Statutory Declaration
- Previous experience as a VCE examination supervisor will be highly regarded
- Must complete online chief supervisor training provided by the VCAA
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Excellent time management and organisational skills
- Excellent attention to detail
- Must possess good interpersonal skills in dealing with staff, assistant supervisors, and students.

Desirable

- ICT skills, including database management and word processing experience eg Excel and Word
- Broad understanding of the Victorian Certificate of Education.

Eligibility

Chief supervisors **cannot** be:

- Related to or associated with any student required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in the year of employment.
- Teaching or tutoring any student required to sit the GAT or any student in a VCE Unit 3 or 4 study in the year of employment.
- Related to or associated with any person engaged in teaching, tutoring or coaching any students required to sit the GAT or any student undertaking a VCE Unit 3 or 4 study in the year of employment, or any school personnel engaged in organising or checking VCE external assessment materials on behalf of a school in the year of employment.
- Employed by the School in any other capacity, including as a teacher, casual relief teacher (CRT) or a member of the administration staff.
- Employed at another school where they have taught VCE Units 1&2 and/or Units 3&4 in the last two years.

Personal qualities

- Highly organised with a 'can do' attitude to all tasks.
- An ability to multi-task and manage multiple projects and stakeholders.



- Ability to stay calm and focused under pressure.
- Enthusiastic and conscientious.

Inherent qualities

Cognitive demands

- Strong interpersonal skills and able to communicate concise and clearly
- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to stand and be mobile for extended periods of time
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures, and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT registration will need to hold a current Working With Children Clearance and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00am to 6.00pm, Monday to Friday during examination periods. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is a child safe organisation which welcomes all children, young people and their families. Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the school. The school recognises the importance of, and its responsibility for, ensuring a



safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The school's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, processes and codes are inclusive of the needs of all children and students including Aboriginal students and their families.

Haileybury has zero tolerance for child abuse in any form and takes proactive steps to identify and manage any risks of harm to students in our school environments. When child safety or wellbeing concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

We promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex, queer or asexual (LGBTIQA+) and other students experiencing risk or vulnerability.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working with Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and our Staff Students Professional Boundaries Policy available on our website.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared February 2026