



# Position Description

<b>Position Title</b>	<b>VCE &amp; VSV Coordinator</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Anne's College
<b>Location</b>	Kialla
<b>Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Position of leadership</b>	POL 2
<b>Time release</b>	8 periods per cycle
<b>Status</b>	Fixed Term: 29 January 2025 – 26 January 2026
<b>Reports to</b>	Learning & Teaching Leader (7-12)

## Position Summary

The VCE & VSV Coordinator is responsible for the effective management of all aspects of the VCE and VSV, Administration and Provision and to the teachers within the Secondary School for leadership and direction in matters of policy, curriculum content, teaching strategy, teaching quality and student attainment and resources.

The VCE & VSV Coordinator is a teacher who ensures the college executes all Victorian Curriculum and Assessment Authority (VCAA) requirements with the greatest efficiency and effectiveness.

This position works closely with the Deputy Principal Learning & Teaching, Learning & Teaching Leader.

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

**Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

**School Summary**

St Anne’s College is a single campus Foundation – Year 12 Catholic college, servicing families in the Shepparton area. St Anne’s College is situated on 10 hectares of land and is located at the South end of Shepparton in a rapid growth corridor.

St Anne’s College had its first intake of students in 2019 and began with enrolments in Foundation and year 7. As each year progresses, a new year level is added in the primary and the secondary area. The estimated college population at full capacity is around 1400 students.

**Position of Leadership Structure – 2025 - 2027**

Executive Leadership Team	Leadership Team
Principal	Catholic Identity Leader
Deputy Principal Learning and Teaching	Learning & Teaching Leader (F-6)
Deputy Principal Community Wellbeing	Learning & Teaching Leader (7-12)
Business Manager	Community & Wellbeing Leader (F-6)
	Community & Wellbeing Leader (7-9)
	Community & Wellbeing Leader (VCE)
	Inclusive Education Leader
	Learning Support Coordinator

**Responsibilities**

<p><b>Leading VCE</b></p>	<ul style="list-style-type: none"> <li>• Serve as the college contact for VCAA on VCE administrative matters.</li> <li>• Manage all VCAA-related materials and communications in consultation with the Deputy Principal Learning &amp; Teaching Principal and Learning &amp; Teaching Leader (VCE).</li> <li>• Advise Learning &amp; Teaching Leader (VCE) on VCE staff’s professional development needs.</li> <li>• Maintain and update the Senior School Staff and Student Handbooks.</li> <li>• Develop staff understanding of VCAA and college rules, conducting professional development and briefings.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Induct and mentor new VCE staff, ensuring consistency in policy application.</li> <li>• Keep staff and VASS administrator updated on VCAA requirements and changes.</li> <li>• Coordinate all VCE documentation for staff, students and parents, including the VCE Handbook, Rules and Procedures for students and staff</li> <li>• Conduct internal audits to ensure compliance with VCAA standards.</li> <li>• In consultation with Deputy Principal Learning &amp; Teaching, Learning &amp; Teaching Leaders, Applied Learning Coordinator and VASS Administrator to develop and manage the internal college calendar to meet VCAA deadlines.</li> <li>• Coordinate school-based assessments and ensure timely result submissions. Ensure teachers set adequate submission dates</li> <li>• Manage the timetabling and execution of internal exams for VCE Units 1&amp;2, ensuring that internal assessments reflect VCAA rules for external assessment to maintain consistency.</li> <li>• Monitor student progress and manage reporting processes.</li> <li>• Oversee VASS to ensure data accuracy and security.</li> <li>• Manage administrative processes for student records and program enrolments.</li> <li>• Support internal moderation processes and participate in professional development.</li> <li>• Communicate with VCAA and serve as the contact for VCE-related student matters.</li> <li>• Build student and parent understanding of VCAA and college rules, conducting information sessions and meetings.</li> <li>• Ensure timely dissemination of information to students and parents.</li> <li>• Attend VCAA briefings relating to the administration of VCE, including the administration and conduct of VCAA VCE Exams</li> </ul>
<p><b>Leading VSV</b></p>	<ul style="list-style-type: none"> <li>• Coordinate VSV students study timetables</li> <li>• Support students with access requirements for all aspects of learning with VSV to ensure they can participate in online learning, including any physical resources required i.e. textbooks</li> <li>• Ensure all VSV students are completing and submitting work when required</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor student progress in VSV portal and ensure all interim and end of semester reports are downloaded</li> <li>• Liaise with VSV teachers to coordinate any special provisions as required</li> <li>• Ensure VSV teachers are informed of any information that may impact the student’s ability to engage with their studies</li> <li>• Ensure adherence to SAC instructions are met</li> <li>• Maintain copies of all completed SACs in a secure location (paper or electronic)</li> <li>• Ensure families are informed of student progress and consulted when concerns are raised</li> </ul>
<p><b>Strategic resource planning</b></p>	<ul style="list-style-type: none"> <li>• Review and maintain relevant curriculum budgets, including resource requests for consumables.</li> <li>• Investigate and propose capital purchases for contemporary learning across relevant learning areas.</li> <li>• With the Curriculum Team, develop, review and implement the booklist considering the need for student resources in balance with the financial burden on families.</li> </ul>
<p><b>Leading Learning and Teaching</b></p>	<ul style="list-style-type: none"> <li>• Support and lead applicable CES learning and teaching initiatives.</li> <li>• Work collaboratively to support the delivery and evaluation of curriculum to ensure learners needs are met.</li> <li>• Assist in the development of formative and summative assessment to inform teaching, monitor student learning and to inform reporting.</li> <li>• Create and evaluate online resources for the purposes of enriching the curriculum.</li> <li>• Attend Professional Learning Team meetings as scheduled.</li> <li>• Consistently model exemplary teaching and learning practices.</li> <li>• Lead assessment practices that focus on student growth and development, providing effective and continuous feedback for students.</li> <li>• Ensure consistency in application of the VCAA curriculum and assessment across the learning area</li> <li>• Support the application of pedagogies that ensure active engagement in authentic, purposeful learning that capitalise on, and meet, the diverse needs of all students.</li> <li>• Assist in reviewing pedagogical and instructional approaches to ensure a consistent, and high-quality environment for learning.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure interventions are in place to reduce gaps in attainment, communicating high aspirations and expectations for all, celebrate success and challenge underperformance.</li> <li>• Model collaborative leadership and engage with other schools and organisations to share and improve practice and encourage innovation.</li> <li>• Promote and model a culture of continuous improvement, ensuring research, innovation and creativity are core characteristics of the school.</li> <li>• Support the development of Professional Learning Communities within our college.</li> </ul>
<b>Community, communication and partnerships</b>	<ul style="list-style-type: none"> <li>• Promote parental and carer engagement as a key aspect of raising the achievement of all students.</li> <li>• Support an inclusive curriculum and school culture that promotes understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages and other culturally and linguistically diverse communities.</li> <li>• Build partnerships with the local community and external stakeholders so they are aware of the vision and values of the school and can contribute to its success.</li> <li>• Identify and implement strategies to meet the diverse needs of students and their families.</li> <li>• Promote and model the Catholic mission of the college.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Have current knowledge of the curriculum and curriculum initiatives in your teaching areas</li> <li>• Commit to ongoing professional learning</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Participate in the staff appraisal process</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>

	<ul style="list-style-type: none"> <li>Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities</li> </ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Key Capabilities and Requirements

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>Teaching qualifications</li> <li>Current Victorian Institute of Teaching (VIT) registration</li> <li>Accreditation to teach in a Catholic school (or be working towards such accreditation)</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Have an in depth understanding of contemporary learning and teaching</li> <li>Employ a variety of teaching strategies to effectively implement the curriculum</li> <li>Give appropriate time to lesson planning and organisation</li> <li>Understand state and national curriculum requirements</li> <li>Embrace the use of information and communications technologies to enhance learning</li> <li>Fulfil all reporting requirements</li> <li>Monitor the progress of each student and provide meaningful and regular feedback on their progress</li> <li>Demonstrated capacity for educational leadership.</li> <li>Demonstrated excellence in learning and teaching within English</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>Accreditation to teach in a Catholic school (or be working towards such accreditation).</li> <li>A demonstrated understanding of child safety.</li> <li>A demonstrated understanding of appropriate behaviours when engaging with children.</li> </ul>

		<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment and proactively monitor and support student wellbeing.</li> <li>• Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety.</li> </ul>
	<p><b>Commitment to Child Safety</b></p>	<ul style="list-style-type: none"> <li>• As a staff member of the school, you are subject to and expected to comply with the Child Safety Code of Conduct and the Child Protection and Safety Policy as amended or varied from time to time</li> <li>• 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</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Implement strategies which promote a healthy and positive learning environment</li> </ul>
	<p><b>Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively as part of a team</li> <li>• Creative in their approach to learning and teaching</li> <li>• Have good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Effective learning and teaching skills, including management of mixed ability classes and the an understanding of differentiation</li> <li>• Have a high level of data literacy and the ability to interpret data and use this information to inform teaching</li> <li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children</li> <li>• Demonstrated capacity and enthusiasm to participate in a range of school activities, e.g. school sports,</li> </ul>



		<p>sacramental programs, liturgies, school camps/excursions</p> <ul style="list-style-type: none"> <li>• A willingness to be part of a team and work collaboratively and effectively with all members of the school community</li> </ul>
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## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements

and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.