

VCE Exam Assistant Supervisors

King's College is seeking to employ two people to act as assistant exam supervisors for the VCE final exams to be conducted during the period October 30 to November 19, 2019. King's College students will be sitting exams on nine of the days during this period.

Assistant supervisors would work with the Chief Supervisor to oversee the conduct and administration of the external assessments.

Eligibility criteria

Assistant supervisors cannot be any of the following:

- related to, or associated with, any student undertaking a VCE Unit 3 or 4 study in 2019 at the school at which they are employed
- teaching any student a VCE Unit 3 or 4 study
- tutoring a student in a VCE Unit 3 or 4 study in 2019 at the school at which they are employed
- related to or associated with any person engaged in teaching, tutoring or coaching any student undertaking a VCE Unit 3 or 4 study in 2019, or any school personnel engaged in organising or checking VCE external assessment materials at the school at which they are employed
- employed by the school as a teacher (excluding Casual Relief Teacher) or a member of the administration staff

King's College is a child safe employer with a zero tolerance for child abuse. Successful candidates for these roles will require a Working with Children Check as an employee.

No formal training or experience is required for this position, however a meeting with the Chief Supervisor and the Deputy Principal will be required to familiarise assistant supervisors with procedures prior to the exam period.

Expressions of interest for these roles should be forwarded to vacancies@kings.vic.edu.au and include a copy of the applicants CV. Applications close on Wednesday 9 October, 2019.