CLONARD COLLEGE
GEELONG

SENIOR PATHWAYS TEAM: VCE LEADER

Remuneration level: POL 2
Tenure: 2025-2026 (with the option of a further 2 years by mutual agreement)
Time release: 12 periods per cycle
Reports to: TBC

Position Overview

The VCE Leader is responsible for overseeing the administration and strategic direction of the Victorian Certificate of Education (VCE) program. This role involves ensuring compliance with VCAA regulations, monitoring and improving student outcomes, supporting VCE teachers, and engaging with the school community to enhance the overall VCE experience.

Key Areas of Responsibility/Strategic Intentions:

Strategic Improvement

- Develop and implement strategies to improve VCE outcomes, focusing on both academic performance and student wellbeing.
- Collaborate with key stakeholders to set and achieve strategic goals for the VCE program.
- Engage in professional development and research to stay informed about best practices and innovative strategies in VCE education.
- Lead initiatives to enhance teaching practices and curriculum delivery within the VCE framework.

Policy and Compliance

- Formulate and monitor school policy consistent with VCAA regulations, including annual updating of the Senior Years Handbook to ensure compliance.
- Ensure documentation in the Senior Years Handbook for students and staff is reviewed annually and meets the requirements of VRQA and VCAA in relation to VCE.
- Support VCE subject teachers to comply with VCAA and Clonard policies as outlined in the Senior Years Handbook, including support and guidance for audit processes.
- Attend to VCAA documentation in relation to the VCE program in a timely manner.
- Communicate VCAA information relating to VCE to appropriate staff.

Data Management and Analysis

- Facilitate the processing and analysis of study score data with VCE teachers.
- Provide a high level summary of VCE data to the Leadership Team.
- Collaborate with the Senior Pathways Team, to analyse and enact improvement strategies, including target setting informed by our VCE data sets and VASS data.

- Liaise with the VASS Administrator to ensure timely and accurate data entry into VASS relating to VCE pathways.

Student Support and Monitoring

- Monitor student progress and attendance in collaboration with the Senior Pathways Team and meet with students/parents in relation to concerns and VCE programs.
- Collaborate with Senior Pathways team regarding timely communication with students/families regarding matters relating to VCE (including exam periods/timetables, absences, SACs and assessments, revision lectures etc).
- Organise applications for derived scores/special exam arrangements.

Coordination and Communication

- Collaborate with the Senior Pathways Team to organise and present various parent/student information sessions relating to VCE.
- Attend Senior Pathways Team meetings
- Coordinate the practice exam program.
- Coordinate the GAT and VCE Unit 3/ 4 exam period, including:
    - Liaising with VASS Administrator
    - Liaising with the Chief Supervisor
    - Liaising with College Organiser regarding physical set up
    - Ensuring security of VCE exam papers.

Evidence Accountabilities/Reporting

- Initial VCE data summary to Principal - Dec.
- VCE data Summary to Leadership Team - Feb.
- Data summaries to VCE Staff - Term 1.
- Summary of Student Pathway changes/ concerns to Leadership – as required

Administration Support (where applicable)

Support from VASS Administrator - Administration

- Enters VASS data.
- Liaise with exam supervisors and attend to HR requirements.

Professional Learning Commitments

- Participation in ongoing leadership formation
- POL 2 leaders are expected to be accredited to teach in a Catholic school or commit to achieving this as a priority.
- Participation in the appraisal and feedback processes designed by the College in relation to leadership positions.

Team/College Commitments – TIL will be accrued for some of these directed activities

- Senior Pathways Team Meetings
- Open Days - where this is outside the school day TIL is acquitted against POL release
- Graduation - TIL

- Awards Ceremony - TIL
- High Achievers Assembly
- Parent/Student Information evenings/sessions - TIL

Compliance/Child Safety

- Be aware of, support and enact College policies and procedures situated in Policy Connect.
- Ensure child safe practices in all activities, with particular attention to students who may be vulnerable or culturally diverse.

Leadership Capabilities:

Leadership Trademark: With strength we seek, with kindliness we act

Behaviour	**Capability**
We are courageous in our conversations and actions	• Highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds. Collaborative participation in professional relationships Capacity to manage competing demands effectively. Ability to work collaboratively, flexibility, independently and creatively in demanding environments
We are accountable to our shared vision	• Respect for the mission, identity and core values of Kildare Ministries as expressed at Clonard College • Understanding of the need for accountability. • Confidence and enthusiasm for promoting the College • High levels of organisational skills leading to effective and efficient work practices • Capacity to effectively manage resources
We are open to embrace the new	• Openness to learning and further personal development • Competent in the use of technology.
We value growth in all	• Leadership style that is enabling and empowering of others • Ability to manage self care and personal wellbeing. • Ability to develop capacity in others • Recognise and celebrate strengths of team members