Position Description

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| Role | Assistant Chief Assessor |
| Classification | MO06  For English and General Achievement Test (GAT) Assistant Chief Assessor will be classified as MO Level 7 (MO07) |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examinations Unit, Curriculum Division |

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| Role Purpose |  |
| The Assistant Chief Assessor is required to support and assist the Chief Assessor to prepare for, and conduct, the Assessor Training Meeting. They may take an active role in leading assessors through the principles of assessment for parts of the examination and may assist the Chief Assessor with the support of assessors throughout the marking period.  The inclusion of Assistant Chief Assessor roles in leading teams for a study depends on the number of students completing examinations for that study. Some smaller cohort studies do not have Assistant Chief Assessor roles and larger cohort studies may have multiple Assistant Chief Assessors.  Applicants to Assistant Chief Assessor positions require:   * a thorough knowledge of the current Study Design * attendance at Leading Assessor briefings and / or workshops conducted by the VCAA * a thorough knowledge and understanding of the requirements of external assessment * knowledge of assessment procedures * experience assessing student work in the relevant study * experience working with and leading teams of professionals * an ability to work under pressure and within tight timelines | |

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| Role Responsibilities |  |
| Assistant Chief Assessor Responsibilities:   * participate in the selection of training materials for the Assessor Training Meeting (Script Selection) * assist the Chief Assessor to plan and conduct the Assessor Training Meeting * assist the Chief Assessor to provide guidance and advice to assessors during marking * assist with the resolution of any marking errors or inconsistencies * assist with the resolution of any student responses identified for review * participate in discrepancy marking and Anomalous Grade Marking (where required)   In circumstances where the Chief Assessor is unable to fulfil their responsibilities, the Assistant Chief Assessor may be required to assume the role of Chief Assessor.  The Assistant Chief Assessor is required to attend Lead Assessor briefings and/or workshops conducted by the VCAA at a date and time to be advised.  While applications and appointments are made annually, any individual appointed to a Chief Assessor or Assistant Chief Assessor, group or executive role may not be reappointed to the same position for more than five consecutive years.  Exceptions may be made to this requirement in external assessments, for example, a very small candidature language or specialist VCE VET study. Any exceptions need to be approved by the Director Curriculum.  All applications for leading roles must be submitted by **Sunday 16 March 2025.** | |

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| Capabilities |  |
| Study Expertise | At least five years’ experience teaching the study at Unit 3-4 level with preference given to experience teaching the current Study Design  Qualifications and professional learning in relevant discipline. Other relevant experience or activities include:   * Understanding of VCE assessment policies and procedures * Experience in other relevant VCE positions |
| Working Collaboratively | Guides others to create a culture of collaboration; Identifies, and works to overcome, barriers to knowledge or information sharing; Identifies opportunities to work with other teams to deliver outcomes |
| Leadership Skills | Demonstrated leadership ability and evidence of professional authority  Demonstrated ability to act with objectivity and fairness  Demonstrated communication and interpersonal skills  Commitment and ability to promote adherence to policies |
| Project Delivery | Translates strategies into programs or projects that enables achievement of outcomes required.  Monitors progress of tasks against plans and takes corrective action when required.  Demonstrates organisational skills including ability to plan time effectively to meet timelines |
| Interpersonal Skills | Sees things from another’s point of view and confirms understanding Understand motivations, needs and wants of stakeholders and their impact on service delivery  Tailor communications according to audience and/or audience preference |

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| Key Selection Criteria (KSC) |  |
| **Generic Criteria**  **Criteria 1:** Demonstrates the 'Victorian Public Sector Values' of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights.  **Position Specific Criteria**  **Criteria 2:** ‘Study Expertise’ – please see the Capabilities section above for more detail.  **Criteria 3:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail.  **Criteria 4:** ‘Leadership Skills’ – please see the Capabilities section above for more detail.  **Criteria 5:** ‘Project Delivery’ – please see the Capabilities section above for more detail.  **Criteria 6:** ‘Interpersonal Skills’ – please see the Capabilities section above for more detail. | |

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| Other Information |  |
| Selection | The merit selection process will be assessed on your application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and from Referee Checks.  In addition, if previously employed as an Assessor:   * Satisfactory performance on assessor statistics over the last 3-5 years, particularly from the most recent year as an assessor * Compliance with the conditions of appointment * Behaviour consistent with the Department of Education values     The application process requires a response outlining experience and skills in the areas listed above, as well as detail of VCAA positions previously held by the applicant.  The VCAA has a policy of rotation, refreshment, and rejuvenation of assessing teams and so all experienced assessors are encouraged to apply for a leading role, by submitting a leading assessor role application.  Assistant Chief Assessor may be asked to assist with the recruitment of assessors.  **Other Guidelines**  Across the cohort of applicants and appointees for lead roles for each external assessment, the following guidelines apply where possible:   * There will be proportional representation of assessors from Government schools; Independent schools, Catholic schools and other (non-teaching applicants/adult education/tertiary). Representation will reflect the general pattern of enrolments by sector in the relevant study. * There will be equal gender representation where possible.   Applicants with relevant expertise such as retired teachers, examination panel members not currently teaching, academics and specialists may be eligible for appointment to lead assessing positions where the VCAA determines their experience is relevant to the assessment program.  Examples include where non-teacher applicants have participated in study reviews, are experts in specialist areas such as particular musical instruments, small language studies and new areas of the curriculum. The overall composition of the assessor cohort and leading assessment teams will be taken into account when recommending these appointments.  The VCAA makes the final decisions regarding the appointment of assessors for the forthcoming examination period. |
| Conditions of Appointment | The following conditions of appointment apply for all Assistant Chief Assessor and assessor roles. You will be asked to confirm these requirements in your application and complete a declaration following an offer of appointment:.   * You must declare any Conflict of Interest, close connections and associations. * You must not have accepted a voluntary resignation or career transition package, e.g. Voluntary Departure Package (VDP), Voluntary Separation Package (VSP), Resignation Incentive Scheme (RIS) from a Victorian Government agency or department within the last three years. * You must declare any association with any textbooks, study guides or other student resource materials that are in general use in schools or TAFE in the relevant VCE study area. * You may not present at meetings, courses or conferences for teachers, or speak at any meetings on the requirements of the study design or examination specifications for the relevant VCE study area without the approval of the VCAA Director, Curriculum. * You must be available to attend scheduled meetings leading up to and during the assessment period. |
| Work Location | Working from home unless directed in person at:   * VCAA: Level 7, 200 Victoria Parade, East Melbourne VIC 3002 * VCAA Assessment Centre: 189 Urquhart Street, Coburg VIC 3058. * For Performance and Languages, Assistant Chief Assessor will be required to travel and work at an allocated venue location.   Where appointed Assistant Chief Assessors employed in Victorian schools are required to attend mandatory activities related to assessing, their school may be eligible for a payment from the VCAA to offset the cost of employing a CRT to cover the VCAA employee's classes |
| Allocation of Duties | The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level. |
| Organisational Values, Governance, Safety & Risk Management | The incumbent shall carry out duties in accordance with legislation and governance requirements, policies and procedures, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values. |
| Child Safe Standards | The VCAA actively promote the safety and wellbeing of students, and all VCAA staff are committed to protecting students from abuse or harm in the school and corporate environment, in accordance with their legal obligations including child safe standards. |
| DE National Criminal History Record Check (NCHRC) | All employees of the VCAA are required to have a current and satisfactory DE NCHRC or current VIT registration before they commence working with the VCAA. |