Position Description

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| Role | English as an Additional Language (EAL) Reviewer |
| Classification | MO06 |
| Salary Range | As prescribed under the Ministerial Order 1451 |
| Work Location | Examination Unit, Curriculum Division |

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| Role Purpose |
| The English as an Additional Language (EAL) Reviewer is a key part of the quality assurance processes for VCAA’s examinations. The English as an Additional Language (EAL) Reviewer undertakes the examination under the same conditions as students would, identifying potential issues from a student’s perspective.  The VCAA appoints a panel of EAL reviewers. Members of the panel may be given a range of examinations to work on, therefore, applications are by made by role rather than by study.  The panel of EAL Reviewers will:   * have relevant tertiary qualifications and experience in TESOL * have considerable knowledge of the needs of EAL students * have excellent communication and interpersonal skills * provide reasoning for any suggested changes for the examination panel to consider * be available for the reviewing period * provide additional quality assurance tasks, as requested.   The EAL Reviewer is required to:   * read the examination paper carefully * complete the VCAA review form, provide advice/guidance to the Examination Panel Chair and confirm that the following has been checked/considered * clarity, accessibility, currency, ambiguity and expression of English language/content for EAL students (and for VCE VET, consistency with standard industry terminology)\* * words, grammatical constructions or idioms that may be inappropriate for EAL students * clarity, logic and ease-of-use of layout, particularly instructions/labelling and stimulus material on the same/facing page as related questions * absence of spelling, syntactical or semantic errors * absence of typographical errors * provision of glossary definitions for words/phrases/idioms which may be inaccessible for EAL students, excluding study-specific terminology/content (or alternative wording is suggested) * clarity of question wording, specificity of what students are required to do to receive full marks and minimal reading required to respond to questions (unless reading comprehension is being assessed) * avoidance of negatives and/or double negatives      * for stimulus material, where relevant, inclusion of stimulus only if it is specified in a question and/or relevant to a response, correct labelling, suitable standard and consistency with text elsewhere   \* Note, some language/content is study-specific and it is expected that EAL students have learned this study specific language. Please consult the VCE study design (or VCE VET Program) to confirm the appropriateness of the language/content. |

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| Role Responsibilities |
| The English as an Additional Language (EAL) Reviewer responsibilities for this role include:   * Completing their review of the examination paper, marking guide and associated documentation, and a written review on the key criteria. * 1 day in East Melbourne for a joint meeting with the panel to resolve any queries and receive feedback on their review.   The English as an Additional Language (EAL) Reviewer role includes the following schedule:   * March to early April 2025: Review of the examination paper, marking guide and associated documentation * April 2025 (school holidays): Joint meeting with the panel to resolve any feedback and queries. |

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| Capabilities | |
| Working collaboratively | Cooperates and works well with others in pursuit of team goals; Share information and acknowledge others’ efforts; Step in to help others where required |
| Innovation and Continuous Improvement | Contributes ideas toward improving the effectiveness of own work area; Understands and delivers against standards of quality and effectiveness applicable to own area of work; Maintains quality in the face of time pressure |
| Project Delivery | Executes work tasks against plan; where plans are not defined, prioritises tasks in line with the urgency and impact of tasks; Utilises approved task management tools; Maintains accurate project records; |
| 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:** ‘Working Collaboratively’ – please see the Capabilities section above for more detail.  **Criteria 3:** ‘Innovation and Continuous Improvement’ – please see the Capabilities section above for more detail.  **Criteria 4:** ‘Project Delivery’ – please see the Capabilities section above for more detail.  **Criteria 5:** ‘Interpersonal Skills’ – please see the Capabilities section above for more detail. | |

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| Other Information |  |
| Selection | EAL reviewers are selected based on:   * have relevant tertiary qualifications and experience in TESOL * have considerable expertise in writing for students who do not have English as their first language. * have excellent communication and interpersonal skills * be available during the reviewing period.   For each external assessment, the following guidelines also apply where possible:   * There will be proportional representation of panel members 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. * Where there are sufficient suitable applicants, at least 10% of panel appointments will be new members. * There will be representation of panel members from across regions. * There will be equal gender representation. * A time limit of five years of consecutive service, in order to provide opportunities for others to grow and develop.   The merit selection process will include 70 points from your SSMS application, including relevant experience and expertise and ability to demonstrate the Key Selection Criteria, and 30 points from Referee Checks and/or previous role performance. |
| Conditions of Appointment | The following conditions of appointment apply for all roles. You will be asked to confirm these requirements in your application and complete a declaration following an offer of appointment:   * You must maintain strict confidentiality in relation to discussions of the examination panel and the content of the examination paper, marking guide and accompanying documentation. * You may not teach, tutor or participate in student lectures in the relevant VCE study area in 2025. * You may not have a close relationship with a student or teacher (spouse/partner, sibling, child, grandchild, niece/nephew) either teaching the study or enrolled as a VCE student, in the relevant study in 2025. You must declare any close relations 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 during the reviewing periods. |
| Work Location | Working from home unless directed in person at:   * VCAA: Level 7, 200 Victoria Parade, East Melbourne VIC 3002   For appointed EAL reviewers, CRT reimbursement will be made available for panel members employed by schools. EAL reviewers that live further than 100km away from the VCAA will be paid for travel and accommodation expenses, if required. |
| 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. The incumbent will be based at a primary location of work and may be expected to travel where required. |
| 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. |