



FCJ College

LEARNING COACH 2020 – 2022

VCE COORDINATOR - POL 2 WITH 6 PERIODS

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

COMMITMENT TO LEADERSHIP PHILOSOPHY

By accepting a leadership position at FCJ College, you are committing to our leadership philosophy: *To forge a culture of shared leadership where the students are the priority. Through committing to the most effective:*

- *Culture for students*
- *Team/s for students*
- *Leadership for students*

THE POSITION

The position of VCE Coordinator is a leadership position in the College. The VCE Coordinator is responsible to the Principal through the Director of Learning and Teaching and Deputy Principal. The VCE Coordinator acts to facilitate decision with regards to the VCE and takes the recommendations to the Director of Learning and Teaching and the Deputy Principal. If there are issues or concerns, in the first instance, these should be directed to the Director of Learning and Teaching.

As a Leader at FCJ College; the VCE Coordinator will:

- support and promote the Catholic ethos of the College.
- publicly support the Leadership of the College.
- work in an honest, positive, creative and flexible manner.
- identify the strengths of individuals in their team and work in collaboration where students are the priority.
- willingly seek feedback on performance and drive professional growth opportunities through self and peer coaching.
- actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

As VCE Coordinator at FCJ College: Responsibilities:

- To work with the Director of Learning and Teaching to ensure VCE assessment and reporting comply with Government requirements.
- To work with other College Leaders and the staff as a whole to ensure that procedures are put in place, are adhered to, and meet VCAA requirements for VCE and the College.
- To ensure that VCE procedures and practices are consistent with the ethos of the College.
- To liaise with the Deputy Principal to facilitate appropriate professional development for staff in relation to appropriate VCE procedures and learning initiatives.
- To review and evaluate VCE procedures within the College and to recommend and implement changes as appropriate.
- To provide pathways guidance and support to Learning Leaders in relation to the VCE Pathway
- To work with Learning Leaders and Pastoral Leaders to guide and support students and families in relation to the VCE Pathway
- To ensure appropriate subject selection by all students meets VCAA minimum requirements for successfully attaining the VCE certificate and qualification.

- To ensure that the demands of the program meet the expectations of VCAA.
- To liaise with the Applied Learning Coach to ensure that the demands of the program are in keeping with VCAA.

Specific Duties:

- To ensure that the aims and objectives of the VCE programs are being met.
- To be a member of the Pathways team, comprising of Applied Learning Coach, VCE Coordinator, Year 10/11/12 Learning Leaders and Careers Advisor.
- To provide the necessary administrative support and guidance for the tracking of student pathways with Learning Leader personnel.
- To inform teachers of Professional Learning opportunities including those that focus on senior school teaching and learning (including professional reading).
- To work closely with the Director of Learning and Teaching, Learning Leaders and Learning Coaches in relation to VCE courses
- To ensure current and prospective students, parents and feeder schools are kept informed of curriculum initiatives within the VCE.
- To work with the Learning Leaders to ensure a smooth transition of students from Year 10 into Year 11.
- To work with the Director of Learning and Teaching on the subject selection procedures in the College.
- Driving the Academic Tracking Process at 10-12 by working with Learning Leaders, parents and students on identifying :
 - Students not performing to capability
 - Students requiring further support or attention
 - The most appropriate VCE pathway (as VCE scored or VCE unscored) and completing the necessary paperwork, meetings and follow up support.
- To facilitate and provide ongoing support for students studying subjects through Distance Education
- To be familiar with the VCAA Handbooks published each year.
- To ensure VCE policies and procedures are reviewed and updated as necessary.
- To work with the VASS administrator and subject teachers to ensure that all relevant data is entered into the computer so that:
 - (a) class lists for VCE subjects are up-to-date.
 - (b) all results are entered into the computer and sent to the VCAA by the due date, after being checked by relevant staff members.
- To provide all VCE Staff with the VASS examination and study data, distribute VCE data review booklets to VCE staff at the beginning of the year.
- To present a summary of VCE data to Executive on a yearly basis.
- To work with the VASS Administrator to ensure the security of the VASS computer.
- To liaise with Year 11 and 12 staff over dates for SACs/SATs so that students' loads are reasonably spread.
- To work with teachers to ensure that students are informed of appropriate dates for assessment both internal and external.
- To work with the College Management Team (CMT) and Daily Organiser in organising suitable spaces and supervisors for external examinations.
- To ensure that facilities are suitable and ready for examinations.
- To work with CMT and Daily Organiser to draft and publish a Year 10 and 11 examination timetable at least two weeks prior to the start of the November examination periods so that the supervision roster can be prepared and published in a timely manner.
- To work with the College Management Team and Daily Organiser with the information required to organise the room changes required during the October/November VCE Unit 3 and 4 examination period at least two weeks prior to the start of examinations so that these can be prepared and published in a timely manner.
- To work with the Director of Learning and Teaching in the preparation and continual updating of VCE initiatives and curriculum offerings within the prospectus and pathways booklets.

- To work closely with VCE teachers on sharing best practice and strategies that will improve student outcomes and results.
- To liaise with VCAA on all questions relating to VCE that are raised by staff or students on matters concerning the VCE or Tertiary Entry Requirements.
- To liaise with the Director of Learning and Teaching plus Learning Leaders on matters of discipline relating to assessment.
- To work with the Director of Learning and Teaching plus Learning Leaders in student applications to change VCE subjects.
- To guide and support staff undergoing VCE audits.
- To assist with the planning/preparation and running of Pathways / Information Evenings and present on VCE matters.
- To represent the College on appropriate educational and curriculum forums.
- Any other duties as directed by the College Principal.