



ROLE DESCRIPTION

PRESIDING OFFICER

1. ROLE PURPOSE

The Presiding Officer works with the Heads of Academy to manage, with a high level of professionalism, integrity and confidentiality, the preparation and supervision of examinations at Knox Grammar School ("the School") during 2018, which may include:

- NAPLAN for Years 7 & 9 – 15 - 18 May (possibly 21 May)
- State Da Vinci Decathlon – 22 - 24 May
- Trial HSC exams – 22 August - 7 September
- Year 11 Final exams – 3 - 19 September
- HSC exams – 18 October - 9 November
- Year 7 -10 Final exams – 19 - 23 November

In accordance with the NSW Education Standards Authority ("NESA") policies and procedures, the School will nominate the Presiding Officer to be appointed and remunerated by NESA for the purposes of conducting the Higher School Certificate examinations at the School.

2. ROLE RELATIONSHIPS

The Presiding Officer is directly responsible to the Deputy Headmaster 7-12 and Head of Student and Teacher Excellence K-12 but on a day-to-day basis works with the Heads of Academy. As with all School employees, the Presiding Officer is ultimately responsible to the Headmaster.

The Presiding Officer is supported by exam supervision staff who are appointed by the School. The Presiding Officer is responsible for ensuring that the exam supervisors maintain a high level of professionalism and confidentiality during the conduct of the examinations.

In addition, the Presiding Officer must follow the rules, procedures and guidelines of NESA in conducting the 2018 Higher School Certificate examinations at the School.

3. ROLE RESPONSIBILITIES

- Availability for the entire examination period, as well as the applicable administration time to prepare for each set of examinations.
- Liaising with the Heads of Academy on all matters concerning the set up and conduct of the examinations.
- Conducting the examinations in accordance with set rules and within strict deadlines.
- Following all directions provided by NESAs or the School about security and administrative procedures.
- Managing the exam supervisors, including organising rosters, informing the staff of their responsibilities, overseeing performance, etc.
- Dispatching completed examination scripts as per examination instructions.
- Briefing the supervisors before each examination to ensure they are aware of their duties and special arrangements.
- Collecting examination papers from the security centre and keeping them secure until the commencement of the examination.
- Overseeing the conduct of the supervisors during the examination and during the packing session at the conclusion of the examination.
- Ensuring that the policies and procedures for Special Provisions and Illness and Misadventure are followed.
- Maintaining confidentiality of any examination conduct and ensuring that supervisors maintain the same level of confidentiality during the conduct of the examinations. The Presiding Officer and supervisors must not discuss or disclose any examination conduct with any other students, teaching or other staff members, parents/guardians or any outside party.

Key Skills & Abilities

- Able to manage students and effectively organise and supervise examination supervisors
- Highest ethical standards and can maintain confidentiality at all times
- Experience of working or studying in higher education environment is desirable
- An understanding of examination processes
- Accuracy and attention to detail
- Flexible approach to work is essential
- Ability to relate to academic staff and students
- Ability to work under pressure and to tight deadlines
- Ability to react appropriately to student breaches in conduct
- Active listening skills
- Excellent administration, organisation and time management skills
- Public speaking abilities
- Reading comprehension
- Have a good knowledge of policy and procedures regarding child protection and emergency evacuation.
- Holds a current Working With Children Check number
- Must have access to private transport, and the vehicle used must be covered by a comprehensive motor vehicle insurance policy.

4. WORK HEALTH & SAFETY

The Presiding Officer will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

5. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Presiding Officer will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

6. TERMS OF EMPLOYMENT & REMUNERATION

This a casual engagement for the 2018 school year. Remuneration for the position (except where appointed by NESA to conduct the 2018 HSC examinations) will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the School in addition to salary.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation