

## JOB DESCRIPTION

### SENIOR SCHOOL ASSESSMENT SUPERVISOR

<b>Employment Conditions</b>	<b>Full-time, 12 months fixed term</b>
	<b>Term time only</b>
	<b>In accordance with the Educational Services (Schools) General Staff Award 2020</b>
<b>Reports to</b>	<b>Head of Learning Support</b>
<b>Last Revised</b>	<b>October 2021</b>

#### ROLE

The Senior School Assessment Supervisor will administer and supervise assessments conducted outside of the normal classroom environment. The role also assists the Learning Support team and Senior School Psychologists in relation to student use of Special Examination Arrangements.

This is a term time only role with early morning starts required.

#### RESPONSIBILITIES

Responsibilities of this role include:

- Supervising and administering assessments in the Senior School Assessment Centre.
- Ensuring assessments are correctly administered for students with Special Examination Arrangements, including the proper administration of resting time and working time.
- Supporting the Senior School Psychologists and Learning Support team to track and monitor students' use of Special Examination Arrangements.
- Supporting the Senior School Psychologists and Learning Support team in gathering evidence to support Year 11 and 12 SEA applications.
- Supervising and administering missed assessments each morning before school.
- Providing administrative support for the Head of Learning Support.
- Providing administrative support to the Learning Support Educational Psychologist.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

#### EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

##### Experience and Skills

###### *Essential*

- Proven ability to form positive relationships with students.
- Proven ability to create calm and supportive work environments.
- Excellent organisational skills.
- Be invested in the academic and personal success of all students.

## SENIOR SCHOOL ASSESSMENT SUPERVISOR

### *Desirable*

- Background working with learning support and/or special needs assessment.
- Experience working in a secondary school setting.

### **Personal Qualities**

#### *Essential*

- Ability to communicate positively and effectively with students and staff.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

## **WORKING RELATIONSHIPS**

### **Internal**

Principal  
Executive staff  
Head of Learning Support  
Psychologists  
Teaching staff  
Administrative staff  
Students

### **External**

Parents, guardians or relatives of students  
SCSA

## **OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES**

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.