



Position Description

Position Details

Position Title	Examination Supervisor
Department/s	Teaching & Learning
Reporting to	Administration Assistant (Curriculum & Student Wellbeing), Deputy Principals
Key Liaisons	Students, Administration Assistant (Curriculum & Student Wellbeing), Curriculum Systems Coordinator, Deputy Principals
Employment Type	Casual
Pay Classification	<i>Queensland Anglican Schools Enterprise Agreement 2021</i> School Officer Award Level 1 Step 2 (Currently paid above Enterprise Agreement rate of \$34.45per hour)
Last Review Date	June 2023

Our School

Hillbrook is a co-educational school of 870 students from Years 7-12, established in 1987. The School is growing in size up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself a focus on quality teaching and learning and a specialisation in the nurturing of adolescents.

We aspire to provide all members of our staff and student body with support in a community environment. Hillbrook staff are encouraged to become involved in the collegial ethos of the school and are expected to support our core values.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

The Role

During the year students in Years 11 and 12 have intensive examination periods. These exams can run between 3 to 7 days and students typically only attend school to sit examinations during this period.

The Examination Supervisor assists with the management and monitoring of Block Examinations under the direction of the Examination Coordinator, and works closely the Deputy Principals, or their delegated administrator and/or coordinator, to support Hillbrook's Teaching and Learning team.

The role of the Examination Supervisor is to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best, including relevant adjustments for identified students with recognised needs.

Key Responsibilities

Examination Supervisor responsibilities include but are not limited to:

- observing all instructions given by the Examination Coordinator to the students and ensuring correct procedure is followed for each examination
- assisting with accurate student attendance and absence records, reporting student absences and breaks from the room to the Deputy Principals and Subject Coordinators through their delegated administrator and/or coordinator
- organisation of students at the commencement and cessations the examination, ensuring spare supplies are available if required, and the distribution and collection of exam papers
- supervising small and large groups of students under exam conditions, providing support in what can be a stressful and intense period, without interruption
- ensuring fair and proper conduct of students in examinations by facilitating an environment that enables students to perform their best and ensures the integrity of the examination process
- supervising students with special considerations and/or relevant adjustments for examinations, keeping documented records as required

Competencies

1. Qualifications and Certifications

- Mandatory possession of or eligibility for a 'Working with Children' Card

2. Knowledge and Experience

- Previous experience as an Examination Supervisor (highly regarded but not essential)
- Sound knowledge of exam terminology and protocol, and its importance
- Practical understanding of workplace health and safety principles applicable to a school environment and hazard and incident reporting

3. Competencies and Skills

- Demonstrated initiative, motivation, and organisation with the ability to follow instructions fully and consistently, and work unsupervised to strict examination requirements
- Strong interpersonal and professional communication (both written and verbal) skills, and excellent attention to detail and record keeping
- Ability to establish cooperative and positive working relationships to work as an effective team member or independently, in an agile and responsive manner