



## Exam Invigilator (Casual)

The Knox School is an independent, non-denominational, co-educational school catering for students from Pre-Prep to Year 12. The Knox School consists of two sub-schools on one attractive campus in Wantirna South, Victoria.

We are seeking to appoint a number of Casual Exam Supervisors to join us in 2024, in accordance with Victorian Curriculum and Assessment Authority (VCAA) requirements. Exam supervisors employed by schools oversee the conduct and administration of VCE external assessments as required by the VCAA and school at which they are employed.

Candidates must be punctual, reliable and mature with excellent interpersonal skills. They will need to be available for the Year 12 GAT (General Achievement Test) on **Tuesday 18 June, 2024** as well as the VCE end of year exams ranging from **Tuesday 29 October 2024 – Wednesday 20 November 2024**. A valid Employee Working With Children's Check is also required.

Applicants must meet the following Conditions of Employment;

As an Assistant Supervisor, I am not:

- (i) Related to, or associated with, **any** student required to sit the GAT or **any** student undertaking a VCE Unit 3 or 4 study in 2024 **at the school** where I am employed.
- (ii) Teaching **any** student required to sit the GAT or teaching **any** student in a VCE Unit 3 or 4 study in 2024.
- (iii) Tutoring a student required to sit the GAT or tutoring a student in a VCE Unit 3 or 4 study in 2024 **at the school** where I am employed.
- (iv) Related to or associated with **any** person engaged in teaching, tutoring or coaching any students required to sit the GAT, or any students undertaking a VCE Unit 3 or 4 study in 2024, or any school personnel engaged in organising or checking VCE external assessment\* materials **at the school** where I am employed.
- (v) Employed by the school as a teacher (excluding CRT) or member of the administration staff.

The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.

The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Applicants are invited to submit their resume along with a cover letter by email to Fiona Kapkidis, HR Business Partner at [hr@knox.vic.edu.au](mailto:hr@knox.vic.edu.au). Resumes must include the contact information for 2 referees. Written applications close Friday 17 May 2024 and will be reviewed on receipt.