



Position Description

HEAD OF VCE

Position title	Head of VCE
Reports to	Director of Pathways
Position of Leadership	Level 3
Time Release	9 Periods

Role Description

The Head of VCE plays a key leadership role within the Learning and Teaching Team at Assumption College, working in close partnership with the Director of Learning Culture and the Pathways Team to ensure all students are supported in selecting and thriving within individualised senior curriculum programs. Reporting to the Director of Pathways, the Head of VCE oversees the effective administration of the VCE program, including compliance and communication with the Victorian Curriculum and Assessment Authority (VCAA).

As a leader grounded in the Catholic mission and Marist charism of the College, the Head of VCE models a deep commitment to holistic student growth and high-quality learning. They promote a culture of lifelong learning and high aspirations, inspiring students and staff to pursue excellence and purpose in their academic journeys. Their leadership is marked by integrity, compassion, and a belief in the potential of every learner.

Drawing on contemporary educational research and evidence-based practice, the Head of VCE provides expertise in pedagogy, assessment, and reporting. They ensure that curriculum planning and delivery meet the evolving needs of students, informed by data analysis and a strong understanding of demographic and societal influences.

Through collaborative decision-making and clear communication, the Head of VCE builds trust and professional respect across the College community. In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning.

The Head of VCE is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Head of VCE is responsible for:

- Leading the delivery and continuous improvement of the VCE program in alignment with VCAA policies, ensuring compliance, academic rigour, and relevance to student needs.
- Provide leadership and support to students and staff throughout the VCE journey, ensuring programs align with College expectations and VCAA requirements.
- Promoting a culture of high expectations and ongoing improvement in teaching and learning by using data, research, and feedback to inform strategic planning and professional practice.
- Implementing effective learning and assessment frameworks that monitor individual student progress, drive targeted intervention, and support academic excellence.
- Collaborating with Learning and Teaching leaders, House Leaders, and Wellbeing staff to evaluate and refine the VCE curriculum for quality, balance, and student engagement.
- Enhancing teaching and learning through the integration of emerging technologies and innovative practices, supporting both staff development and student outcomes.
- Maintaining strong communication with students, staff, and families, providing leadership, support, and clarity on all matters related to VCE programs and student performance

Key Duties

- In collaboration with the Pathways Team, support subject selection processes for Years 11 and 12 to ensure students meet VCAA certification requirements and are enrolled in appropriate pathways.
- Coordinate the organisation and delivery of VCE assessments including the GAT, SACs, SATs, trial exams, and formal VCAA examinations in collaboration with key leaders.
- In collaboration with the Director of Operations, liaise with the Chief Supervisor and VCAA to ensure all external examination logistics, materials, and compliance requirements are met, including supervision schedules and venue preparation.
- Liaise with the Director of Students (10-12) to ensure high levels of attendance and engagement in VCE classes.
- Collaborate with the Personalised Learning Team to implement special provisions for eligible students in VCE assessments.
- Maintain the integrity and quality of school-based assessments, ensuring SACs and SATs are rigorous, compliant, and consistently delivered across all VCE subjects.
- Support academic reporting by ensuring timely, accurate, and comprehensive feedback to students and parents.
- In collaboration with key leaders, mentor VCE teachers by facilitating data analysis, reviewing performance trends, and engaging in reflective dialogue to drive student improvement.

- Work with the VASS Administrator to oversee accurate data entry and compliance with all VCAA data and reporting requirements throughout the year.
- Work collaboratively with the Deputy Principals and key Learning and Wellbeing staff to monitor student academic progress and provide timely interventions that support achievement and wellbeing.
- Stay informed of curriculum changes from VCAA, updating College policies, annual handbooks, and guiding staff in implementing curriculum and assessment updates.
- Manage VCE course audits, subject partnerships, and small-group arrangements in collaboration with subject teachers and leaders.
- Contribute to the continuous improvement of student outcomes by working closely with the Learning Team, Director of Data Analytics, and Pathways Team.
- Other duties as directed by the Principal.

Membership

The Head of VCE is a **member of the following teams:**

- Pathways Team
- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Personalised Learning Team
- Pathways Team

Positions Reporting to the Head of VCE:

- VASS Coordinator
- VET Coordinator