



HSC Presiding Officer

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School Campus	Senior School
Reports to	Director of Studies and Operations
Key Links	Head of Teaching and Learning and Head of Senior School
Employment Status	<input type="checkbox"/> Full-Time <input type="checkbox"/> Ongoing <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Temporary
Remuneration Classification	Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021.

Oxley College is a well-established independent, co-educational, non-denominational K-12 day school in the beautiful Southern Highlands of NSW with 850 students.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programmes can be located on our website: [Oxley College](https://www.oxleycollege.edu.au).

Position Summary

The HSC Presiding officer is a part time position responsible directly to the NSW Education Standards Authority (NESA) for the effective conduct of the HSC examinations at the College. The successful applicant will liaise with the Director of Studies and Operations and will be responsible for managing the supervision of the HSC Examinations following the NSW Education Standards Authority (NESA) policies and procedures. This will include managing a small team of supervisors for the duration of the HSC Examinations.

Role Description Major Responsibilities

The ideal role-holder will be responsible for:

- Liaise with the Director of Studies and Operations concerning the set-up and conduct of the exams.
- Follow all directions given by NESA regarding security and administrative procedures (NESA training will be provided).
- Collect exam papers from the security centre and keep them secure until the commencement of the examination.
- Oversee a team of supervisors.
- Brief the supervisors before each examination to ensure they are aware of their duties and any special arrangements.
- Oversee the conduct of the supervisors during the exams and the packaging of the papers at the conclusion of the examination.
- Oversee students' exam conduct.

- Implement NESA's policies and procedures regarding disability provisions and illness/misadventure applications.
- Have a good knowledge of Child Protection procedures and emergency evacuation procedures.

Essential Criteria

The ideal role-holder will demonstrate the following attributes and offer:

- Must be 18 years or over.
- Use their own vehicle with a comprehensive motor vehicle insurance policy.
- Have working knowledge of common computer programs and tasks, such as Microsoft Word, Microsoft Excel, emails, downloading documents.
- Be well-organised and have good attention to detail.
- Be able to effectively manage students and a team of supervisors.
- Be available for the entire exam period (9 October 2023 to 3 November 2023).

A person **CANNOT** be nominated for the position of presiding officer if:

- They have a relative (including children, siblings, grandchildren, nieces, nephews, or cousins) sitting the HSC exams at any school.
- They have been recently employed by Oxley College (paid or volunteer).
- They tutor students sitting the HSC exams.
- Oxley College will nominate the successful applicant to NESA.

Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. The successful applicant will comply with the requirement to be fully vaccinated against COVID-19 or other diseases (as advised by the College) and provide the relevant evidence.

Application Guidelines

1. If you are interested in the Presiding Officer position, please contact Human Resources or email: hr@oxley.nsw.edu.au.
2. Applications **must** also include the following information:
 - Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
 - A summary of your current position.
 - Names, positions and contact details for three (3) referees.

Employee Acknowledgement

I have read and understood the contents of this position description and accept the following:

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of*

processes, practices, knowledge, skills and behaviours is expected by Oxley College.

- *I declare that I have the physical capability to undertake the duties required for this role and that I donot have any pre-existing conditions which would hinder this capability.*

Signature	Date