



SACE Coordinator Position Information Document

Position Title	SACE Coordinator
Employment	Permanent
Position of Responsibility	POR 2
POR Commencement	19 January 2027
POR Conclusion:	19 January 2029
Full Time Equivalent (FTE)	1.00 FTE
Line Release	1 Teaching Line (0.17 FTE)

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

BROAD PURPOSE

The SACE Coordinator is responsible for the oversight and management of all SACE related activities at Rostrevor College. They will ensure that all students meet the requirements for SACE completion, manage the SACE examination process, and work in close collaboration with staff, students and families to provide timely and informative support and guidance in SACE matters and enquiries.

The SACE Coordinator will promote and embody the College's Catholic ethos and encourage best practice in teaching and learning to ensure the success of all students undertaking SACE subjects, contributing to the overall academic integrity and success of Rostrevor College.

Line managed by the Head of Senior School, the SACE Coordinator will report directly to the Director of Teaching and Learning (Senior School) to lead compliance, quality assessment practices, and optimal student outcomes for SACE across the college.

KEY AREAS OF WORK

SACE Administration and Leadership

- Coordinate and oversee all elements of SACE administration including, but not limited to, student registration, subject selections, and assessment and reporting processes
- Monitor student progress and ensure that all students meet SACE requirements, particularly in ensuring sufficient credits and compulsory subject requirements
- Ensure student compliance with regulations regarding subject combinations and preclusions
- Communicate with students, staff and families with respect to SACE matters including, but not limited to, requirements, information, timelines and support services
- In close collaboration with the Head of Senior School and Director of Teaching and Learning, ensure a cohesive, informed and best-practice approach to SACE administration
- Ensure effective moderation practices across SACE subjects, supporting staff in understanding and implementing moderation processes in line with SACE requirements
- Analyse SACE data and trends to inform decision-making, and provide regular insights and reports to support continuous improvement in student outcomes
- Coordinate and oversee the integration and recording of VET results within SACE processes, in collaboration with relevant staff
- Support and build the capability of teaching staff through targeted professional learning and guidance in SACE requirements, processes and best practice
- Collaborate with relevant leaders to develop and implement appropriate SACE pathways and modified programs for students with diverse learning needs
- Regularly assess the effectiveness of SACE related processes, implementing improvements as required to ensure continuous improvement in SACE processes and outcomes
- Actively engage in professional learning relevant to networks, current knowledge, and changes implemented in SACE requirements to ensure contemporary and best practices at Rostrevor

Examinations and Special Provisions

- Ensure all staff and students are aware of available special provisions, coordinating support and informing practice wherever possible
- Maintain records of SACE examinations and appropriate documentation on student records
- Manage communications with external examination bodies and oversee administration of internal and external exams, ensuring compliance with SACE Board regulations and policies

Subject Selection and Withdrawal

- Support the Director of Teaching and Learning, coordinating the student subject selection for all SACE subjects
- Ensure students and families are informed and aware of decisions made regarding subject selections and withdrawals
- Support the Director of Teaching and Learning in their leadership of subject selection, assessment, and reporting processes
- Collaborate with Heads of Faculty to ensure that subject offerings align with student needs and SACE requirements

Communications and Documentation

- Present and communicate SACE-related information to students, staff and families, ensuring clarity around requirements, processes and expectations in collaboration with the Director of Teaching & Learning
- Contribute to publications relative to SACE, such as handbooks and results, in close collaboration with the Director of Teaching & Learning and Development & Advancement Team
- Ensure all SACE related documentation is accurate, current, accessible and aligns with college branding and communications requirements

POSITION OF RESPONSIBILITY REQUIREMENTS

- Ensure staff are aware of and follow WHS policy and procedures
- Participate in training designed to support their responsibilities
- Ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work
- Encourage the formal reporting of hazards and incidents arising in the workplace
- Inform School Leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control
- Respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health; eg. conflict between staff, bullying, harassment, and violence
- Participate in workplace inspections, incident investigations and other WHS activities on request

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.