

# Job Opening Report

## Job Opening Summary

<b>Department</b>	018045(Mildura Senior College)	<b>Location</b>	Mildura Senior College
<b>Classification</b>	Assistant Principal-Range 2	<b>Role Type</b>	Assistant Principal
<b>Job Posting Title</b>	Assistant Principal Range 2		
<b>Subjects/Duties</b>		<b>Level</b>	
<b>Begin Date</b>	27/01/2023	<b>End Date</b>	23/01/2026
<b>Regular/Temporary</b>	Ongoing		
<b>Hours</b>	38.00		
<b>Reference #</b>	1296422		
<b>Contact Name</b>	Belinda Hudak		
<b>Phone</b>	03 5021 2911		
<b>School Website</b>	www.milsen.vic.edu.au		
<b>Apply By</b>	02/10/2022		

## Position Descriptions

**Visible** Internal and External  
**Description Type** Conditions of Employment

**Description**

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

**Visible** Internal and External

**Description Type** EEO AND OHS Commitment

**Description** The Department of Education and Training is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

**Visible Description Type** Internal and External Role

**Description** The assistant principal reports directly to the principal.

Assistant principals have a primary responsibility for the management of significant areas or functions within the school to ensure the effective development, provision and evaluation of the school's education program. In exercising the responsibility, assistant principals will have the authority to make all significant decisions relating to the program, budget and staff relating to their area of designated responsibility within the framework of the school's strategic plan, policies and budget. Assistant principals will contribute to the overall management of the school through involvement in policy formulation and decision making.

The management of significant school program or

functional areas in schools involve assistant principals in the analysis of the needs of students and the translation of state educational policy and frameworks into appropriate education programs to meet the needs of all students.

Typically assistant principals will be responsible for the effective use of the teaching staff and program budget of a defined area of the school's operation and for the oversight and leadership of the educational programs provided utilising these resources.

**Visible Description Type** Internal and External Other Information

Dear Applicant

Thank you for your interest in this vacancy at **Mildura Senior College**

**Description**

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers

and e-mail addresses (Most recent employer is preferred).

- A copy of your current **Victorian Institute of Teaching** card will be required if successful.

**Visible** Internal and External  
**Description Type** Selection Criteria

**SC1 Educational Leadership**

- a. Outstanding capacity for visionary and exemplary educational leadership of a school or college.
- b. Highly developed skills in leading and managing change including the leadership of others in the process of change.

**SC2 Financial, managerial and administrative ability**  
Description

- a. Outstanding financial organisational and resource management skills.

**SC3 Planning, policy and program development and review**

- a. Exemplary values appropriate to the development of student learning with a demonstrated capacity to achieve high

quality student outcomes.

- b. Demonstrated ability to implement Department policies to a high level.
- c. An understanding of, and a commitment to, the use of learning technologies to improve teaching and learning.

#### **SC 4 Leadership of staff and students**

- a. A highly developed capacity to motivate staff, develop their talents and build an effective team.
- b. A clear capacity to foster a learning environment that takes account of the individual needs of students and help students to develop their special abilities and talents.

#### **SC 5 Interpersonal and communication**

- a. Highly developed interpersonal and communication skills in individual small group and community contexts.
- b. Exemplary values pertaining to school and Department values.
- c. An ability to work with parents and the community to develop a strong learning environment.

Typically, assistant principals perform one or more of the following functions:

- Description**
- supervision and coordination of the work of senior curriculum or level coordinators;
  - allocation of budgets, positions of responsibility and other resources within the area of responsibility;
  - supervision of the delivery of teaching programs;
  - management of programs to improve the knowledge and experience of staff;
  - responsibility for general discipline matters beyond the management of classroom teachers and year level coordinators;
  - contribute to the overall management of the school;

**Visible Description Type** Internal and External Responsibilities

**Description** Mildura Senior College is seeking a dynamic school leader to join the College's Principal and Leadership Teams at this exciting time of growth and change. Applicants aspiring to this position will need to have a proven record of educational, human, symbolic, cultural and technical leadership including the capacity to inspire others and lead them in change. They will need to be able to build, support and lead teams to create a learning environment of respect and achievement that creates opportunities for students to become active learners and confident participants in society.

Working with all members of the school community (staff, students, parents, College Council and

community members), the Assistant Principal will work to create systems that support the Vision and Values and educational goals of the school and translate them into programs, practices and partnerships.

While the College ' s leadership roles and responsibilities are shared with other members of the Principal and Leadership Teams, there will be core responsibilities for the Assistant Principal that will include a range of the following responsibilities:

**Common responsibilities of the Assistant Principal roles include:**

- Provide leadership to the College in the ongoing implementation and commitment of Mildura Senior College ' s Strategic Plan and Annual Implementation Plan, School Vision, Values and Codes of Practice.
- Assist the Principal in the leadership and management of the educational, administrative and financial operations of the school and be prepared, in the Principal ' s absence, to assume the Principal ' s role and responsibilities.
- Ensuring a consistent and coordinated approach for the implementation of the Department of Education and Training (DET) policies, processes and initiatives and School Council policies and programs.

- Facilitate an effective, safe and harassment free environment for students and staff.
- Role modelling a commitment to professional growth and lifelong learning.
- Provide leadership, advice, support, counselling, and supervision in the assessment of student needs, the development, implementation and evaluation of the school programs and assist in professional development activities for members of the school staff community.
- Encourage community involvement in school activities, networks and organisations which focus on education and the active participation of parents, teachers and students in appropriate decision-making forums.

Providing an environment that supports the effective performance of staff and optimises student learning within the school.

Assistant Principals may also have a teaching allotment.

As a member of the Leadership team, the position will require some involvement in College community activities outside the currently designated school hours and may involve participation in planning times during some school holiday periods.



Mildura Senior College has just completed a School Review and is undertaking the develop of a new Strategic Plan and AIP to support the first year of the plan. These documents are available on request.

**Visible** Internal and External  
**Description Type** Location Profile

**College Profile**

**Description**

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne. The College has a student population in 2022 of 840 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).

Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by

College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 125 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at

reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

**Visible Description Type** Internal and External  
VIT LANTITE

**Description**

To be eligible for employment, transfer or promotion in the principal or teacher class a person must have provisional or full registration from the Victorian Institute of Teaching. In addition, from 3 August 2020, to be eligible for employment in the principal class or teacher class, a person who graduated from a Victorian Initial Teacher Education program after 1 July 2016, must demonstrate that they have passed the literacy and numeracy test for initial teacher education (LANTITE) requirements. This condition is satisfied where the LANTITE requirement is part of the Victorian Initial Teacher Education program completed by the person.

**Visible Description Type** Internal and External  
Who May Apply

**Description**

Appropriately qualified individuals currently registered or eligible for registration with the Victorian Institute of Teaching.

**Visible Description Type** Internal and External  
Child Safe Standards

**Description**

Victorian government schools are child safe

environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

**Visible Description Type** Internal and External  
DET Values

**Description** The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

**Visible Description Type** Internal and External  
Vaccination Requirement

**Description** For positions in special settings, a person is not eligible for employment unless they meet the [vaccination requirements](#) on commencement in the position.

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	07/09/2022	02/10/2022
Internet	External Posting	07/09/2022	02/10/2022

Job Information	
<b>Created By</b>	09638123(Heidi Earle)
<b>Created</b>	07/09/2022
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1
<b>Available Openings</b>	1
<b>Business Unit</b>	DOEBU(Dept of Education and Training)
<b>Company</b>	DOE(Dept of Education and Training)
<b>Status Code</b>	010 (010 Open)
<b>Reason for Job Opening</b>	
<b>Status Date</b>	07/09/2022
<b>Date Authorized</b>	07/09/2022
<b>Fixed Term Reason Verified</b>	

Employees Being Replaced	
Employee ID	Name
02161754	Andrew Banks

Staffing information	
<b>Region</b>	AUS
<b>Schedule Type</b>	Full-Time
<b>Work Period</b>	DOE Weekly