

# Job Opening Report

## Job Opening Summary

<b>Department</b>	018045(Mildura Senior College)	<b>Location</b>	Mildura Senior College
<b>Classification</b>	Leading Teacher Range 3	<b>Role Type</b>	Leading Teacher
<b>Job Posting Title</b>	Leading Teacher Range 3 - Student Management		
<b>Subjects/Duties</b>		<b>Level</b>	
<b>Begin Date</b>	28/01/2025	<b>End Date</b>	25/01/2028
<b>Regular/Temporary</b>	Ongoing		
<b>Hours</b>	38.00		
<b>Reference #</b>	1427348		
<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>	30/09/2024		

## Position Descriptions

<b>Visible</b>	Internal and External
<b>Description Type</b>	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 Description Type** Internal and External  
EEO AND OHS Commitment

**Description**

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

The Department of Education 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. It is our policy to provide reasonable adjustments for persons with a disability (see [Workplace adjustment guidelines](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islanders from the Koorie Outcomes Division (KOD) via [marrung@education.vic.gov.au](mailto:marrung@education.vic.gov.au)

**Visible Description Type** Internal and External  
Role

**Description**

Leading teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary

range. The role of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school.

Typically, leading teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in others.

Leading teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school's education program.

Leading teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A leading teacher has a direct impact and influence on the achievement of the school goals.

Leading teachers are usually responsible for the implementation of one or more priorities contained in the school strategic plan.

<b>Visible Description Type</b>	Internal and External Other Information
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Dear Applicant

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

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.

**Description**

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.

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APPLICANTS ARE ONLY REQUIRED TO APPLY FOR ONE OF THE FOUR POSITIONS ADVERTISED.

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

**Description**

**SC1** Demonstrated expert knowledge of the relevant curriculum. Demonstrated ability to lead and manage the implementation of school priorities, and the teaching of literacy and numeracy skills across the curriculum.

**SC2** Demonstrated ability to lead the planning and implementation of high impact teaching

strategies that respond to student learning needs. Demonstrated ability to support teachers to evaluate the impact of learning and teaching programs on student learning growth.

**SC3** Demonstrated exemplary ability to monitor and assess student learning at a class, cohort or whole-school level and use this data to lead improvement initiatives. Demonstrated ability to support others in using data to inform teaching practice and to provide feedback on student learning growth and achievement to students and parents.

**SC4** Demonstrated exemplary interpersonal and leadership skills. Demonstrated ability to lead collaborative relationships with students, colleagues, parents and the broader school community focused on student learning, agency, wellbeing and engagement.

**SC5** Demonstrated ability to model behaviours and attitudes consistent with Department values and support colleagues to adopt these behaviours and attitudes. Demonstrated ability to reflect upon their own, others and whole-school practice and contribute to the provision of whole-school professional learning.

**Visible Description Type** Internal and External Responsibilities

**Description** In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of the leading teachers may include

but are not limited to:

- Leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities
- Leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery;
- Leading and managing the provision of professional development and developing individual and team development plans for teaching staff within the priorities of the school;
- Leading and managing staff performance and development (review of staff);
- Teaching demonstration lessons;
- Leading and managing the development of the school's assessment and reporting policies and practices;
- Leading and managing the implementation of the school operations and policies related to student welfare and discipline;
- Leading the development of curriculum in a major learning area and participating in curriculum development in other areas;
- Responsibility for general discipline matters beyond the management of classroom teachers;
- Contributing to the overall leadership and management of the school;
- Contributing to the development of proposals for school council consideration;
- Developing and managing the school code of conduct.

**Description Type** Responsibilities

Leading Teachers are instructional leaders responsible for the implementation of the priorities contained in the school strategic plan and prioritise leading a specific school improvement area of student management, which includes:

Supporting student course programs

Supporting student progress

**Description**

Maintaining student engagement and attendance

Supporting student pathways

For a copy of our Strategic Plan please refer to the College's website. [www.milsen.vic.edu.au](http://www.milsen.vic.edu.au)

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

Mildura Senior College is an educational landmark located in the heart of Mildura, in north-west Victoria 545 kilometres from Melbourne.

**Description**

The College has a student population in 2024 of 1024 enrolled students with the addition of Year 10 VCE and VET students undertaking accelerated studies. 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 Vocational Major (VM). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VM, 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, VM 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, Henderson College and Mildura Christian College. There is close cooperation with these colleges to support 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 VET 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 136 members of staff including 86 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student cohort 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** Internal and External



<b>Description Type</b>	Who May Apply
<b>Description</b>	Teachers currently registered or eligible for registration with the Victorian Institute of Teaching and qualified to teach and/or have demonstrated experience in the curriculum area(s) specified for the position.
<b>Visible Description Type</b>	Internal and External Child Safe Standards
<b>Description</b>	<p>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:</p> <p><a href="https://www2.education.vic.gov.au/pal/child-safe-standards/policy">https://www2.education.vic.gov.au/pal/child-safe-standards/policy</a></p>
<b>Visible Description Type</b>	Internal and External DE Values
<b>Description</b>	<p>The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department'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 department values is available at:</p> <p><a href="https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview">https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview</a></p>

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	13/09/2024	30/09/2024
Internet	External Posting	13/09/2024	30/09/2024

Job Information	
<b>Created By</b>	09638123(Heidi Earle)
<b>Created</b>	01/08/2024
<b>Opening to Fill</b>	L(Limited Number of Openings)
<b>Target Openings</b>	1
<b>Available Openings</b>	1

**Business Unit** DOEBU(Dept of Education and Training)

**Company** DOE(Dept of Education and Training)

**Status Code** 010 (010 Open)

**Reason for Job Opening**

**Status Date** 13/09/2024

**Date Authorized** 13/09/2024

**Fixed Term Reason Verified**

### Staffing information

**Region** AUS

**Schedule Type** Full-Time

**Work Period** DOE Weekly