

North-Western Victoria Region

Department of Education and Training

Expression of Interest Acting Assistant Principal Range 2

Mildura Senior College 28 January 2025 – 26 January 2026 Start Date Negotiable

School Profile

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 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 coordinators, 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 co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is an example of a program at Mildura Senior College, targeted at reducing educational disadvantages 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.

Selection criteria

- Educational leadership
 - Outstanding capacity for visionary and exemplary educational leadership of a school.
 - Highly developed skills in leading and managing change including the leadership of others in the process of change.
- Financial, managerial and administrative ability
 - Outstanding financial, organisational and resource management skills.
- Planning, policy and program development and review
 - Exemplary values appropriate to the development of student learning with a demonstrated capacity to achieve high quality student outcomes.
 - Demonstrated ability to implement Department policies to a high level.
 - An understanding of, and a commitment to, the use of learning technologies to improve teaching and learning.
- Leadership of staff and students
 - A highly developed capacity to motivate staff, develop their talents and build an effective team.
 - A clear capacity to foster a learning environment that takes account of the individual needs of students and helps students to develop their special abilities and talents.
- Interpersonal and communication skills
 - Highly developed interpersonal and communication skills in individual, small group and community contexts.
 - Exemplary values pertaining to personal qualities of objectivity, sensitivity and integrity.
 - An ability to work with parents and the community to develop a strong learning environment.

Role

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.

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.

Who May Apply

Appropriately qualified individuals currently registered with the Victorian Institute of Teaching.

EEO AND OHS Commitment

The Department values diversity and it's committed to workforce diversity and equal opportunity in schools and all education places. The Department recognizes 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.

Conditions of Employment

- 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.
- Detailed information on all terms and conditions of employment is available online at the Department's Human Resources website at: www.eduweb.vic.gov.au/hrweb/.

Further Information

Prospective applicants are encouraged to discuss the requirements of the role and selection criteria with Belinda Hudak, Principal.

Contact Belinda Hudak, Principal Belinda.Hudak@education.vic.gov.au

Ph 0419 351 993

Applicants require principal approval to be released from their base school for the duration of the vacancy.

Expression of interest

Expressions of interest for the position will need to be emailed to Belinda Hudak, Principal Belinda.Hudak@education.vic.gov.au

Expressions of interest of **approximately two pages in total** should address the selection criteria provided above. Applicants should also include a copy of their curriculum vitae and provide the names and contact details of three confidential referees who would be able to support your suitability for the role.

Critical Date

The closing date for applications is **15 January 2025 at 5pm**