

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 5	Role Type	Head Start Assistant Director
Job Posting Title	ES1-5 Head Start Hub Assistant Director		
Subjects/Duties		Level	
Begin Date	01/07/2025	End Date	26/06/2026
Regular/Temporary	Fixed Term		
Hours	38.00		
Reference #	1476619		
Contact Name	Kelli Hewton - Head Start Hub Director		
Phone	0428 998 261		
School Website	www.milsen.vic.edu.au		
Apply By	03/06/2025		

Position Descriptions

Visible	Internal and External
Description Type	Conditions of Employment

<p>Description</p>	<ul style="list-style-type: none"> • 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
<p>Visible Description Type</p>	<p>Internal and External EEO AND OHS Commitment</p> <p>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.</p> <p>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).</p> <p>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</p>
<p>Visible Description Type</p>	<p>Internal and External Role</p> <p>This position has a purchase leave requirement being 30 days to be worked. These hours are to be worked during the school holiday periods, to support the Head Start Program. A leave purchase allowance will be paid fortnightly as per VGSA 2022 clause (9)(a). Compulsory annual leave will be scheduled from the last day of Term 4 through to the first working day in January. (LP hours can be negotiated, but a</p>

minimum of two weeks leave allowance to work during the school vacation period is required).

Additional hours that may be required by this position are subject to the DET Time In Lieu arrangement (9)(a).

Will usually be a member of the leadership team who is accountable for the development and delivery of key services that are integral to the effective operation of a school/s. Provides a range of services and/or undertakes the analysis of complex problems that form part of the policy framework.

A school or group of schools would need to have the necessary diversity and complexity to create a role at range 5. Management of a major school or district initiative, project or Department targeted strategy would be an indicator depending on the breadth of management responsibilities.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Description Type	Internal and External Role
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About the role

The Hub Assistant Director is a senior position that supports the implementation and coordination of the Head Start School-based Apprenticeships and Traineeships (SBATs) program. The Hub Assistant Director may engage with up to fifty government secondary and specialist schools, as well as Flexible Learning Options settings that align with one of the twelve program hubs across Victoria.

Reporting directly to the Head Start Hub Director, the Head Start Hub Assistant Director will:

Manage the expansion of Head Start SBATs program across schools within the Hub; offering logistical guidance for school education services such as school timetabling, career counselling and information provision for a successful delivery of the SBATs program;

Administer the programs budget, operational and data requirements according to the department, school and other relevant policies,

Develop and implement key services integral to the effective operation of the Head Start SBATs program across schools within the local Hub;

Description

Undertake analysis of complex problems and provide a range of strategies that respond to the local or state-wide Head Start SBATs program;

Develop and deliver tools to enable students in middle and senior education to consider Head Start SBAT as an opportunity toward a meaningful career path,

develop and maintain relationships with multiple stakeholders including employment, training, further education, apprenticeship providers; community organisations, school principals, business managers, teachers and career practitioners to support the Head Start SBATs program;

Coordinate the delivery of the local Hub professional development opportunities for Head Start staff; and

Support the Hub team of approximately nine school-based staff to deliver a robust and effective Head Start SBATs program.

Visible Internal and External
Description Type Other Information

Thank you for your interest in this vacancy at Head Start Hub - Mildura Senior College campus

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 Employee Working With Children Check will be required if successful.

Salary range : \$112,527 - \$132,730

Visible Internal and External
Description Type Other Information

Conditions of Employment

The Assistant Director will be required to:

Have a current driver's licence

Description

Have or be able to obtain a Working with Children check <http://www.workingwithchildren.vic.gov.au/>

Be highly mobile. Work may occur across a range of schools. This may mean potentially changing the Industry Coordinator's primary location over time

Complete work from a location(s) other than their host school

The successful applicant may be required to work some school holiday periods.

Other Information - IMPORTANT

Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.

Candidates are advised that the key selection criteria must be addressed. Visit <http://www.careers.vic.gov.au/vacancies/tips-for-applying> for guidelines and tips for applying for government positions and addressing key selection criteria.

All staff employed by the department and schools have access to a broad range of employment conditions and working arrangements. Successful applicants are subject to a satisfactory criminal record check prior to employment. New DE employees are required to meet the cost of the criminal record check. If appointed from outside DE, successful applicants will be required to complete a pre-employment health declaration.

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>

All DE employees are required to comply with relevant legislation, including legislation regarding the management of Departmental records, the Code of Conduct for Victorian public sector employees and Departmental policies and procedures in the conduct of their employment.

To support DE's commitment to its Environmental Management System, DE employees are expected to act in an environmentally responsible manner at all times.

Qualifications

A tertiary qualification that will add value to the context of education, training and skills opportunities for students or extensive experience working in related sectors.

Visible Description Type	Internal and External Selection Criteria
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Demonstrated leadership capability and experience to implement and coordinate a program delivered across several schools/ sites

Evidence of strong interpersonal skills including negotiation, conflict resolution and celebrating success to maintain and support effective relationships with students, parents/families, education and training providers, and industry to deliver positive student outcomes

Description

Highly developed operational skill in budget, governance and data oversight and demonstrated commitment to DE values;

Strong knowledge and understanding of vocational education, including apprenticeships and traineeships and demonstrated ability to develop policy and process within an overarching framework, for a multi-site program.

Visible Description Type

Internal and External
Responsibilities

Key accountabilities

Provides senior leadership and coordination of the School-based Apprenticeships and Traineeships (SBATS) program powered by Head Start wrap around services to approximately fifty schools within the local Hub;

Manages the delivery of a range of program support services using a student-centred approach across schools or industry, including coordinating the student workplace matching process;

Contributes to the expansion of the Head Start SBATs program that forms part of a significant Victorian senior secondary reform package, across the local Hub.

Description

Develops successful interconnections between the senior secondary reform programs from a Head Start SBATs perspective; and implements collaborative pathway between Head Start and such programs and other departmental initiatives to coexist.

Analyses evidence-based data and develops policy, practice and protocol to respond to an identified program improvement or risk while acknowledging department, school, and employment policies;

Supports the delivery of educational and Head Start SBATs services provided to students alongside the Hub Director.

Administers the Head Start SBATs program governance, budget and data with the

guidance of the Hub Director within the framework of each of the Hub school's strategic plan, policies and budget.

Develops and maintains strong relationships with key program stakeholders such as students and their support networks, employers, training providers, Local Learning and Employment Networks (LLENs) and the local community.

Supervision of students can be required where it is an integral part of the employee's position or in circumstances where supervision is required individually or in groups up to 4 in controlled circumstances where the responsibility for students remains clearly with a teacher.

Other duties as directed.

**Visible
Description Type**

Internal and External
Location Profile

Mildura Senior College will be the host school for this Head Start position.

Head Start supports students to undertake school-based apprenticeships and traineeships (SBATs) during senior secondary school. Head Start aims to improve the outcomes, quality assurance and equitable distribution of opportunities for senior secondary and special education students who undertake an SBAT. Head Start also considers middle school students' preparedness for success in the SBATs program.

The 3 core components of Head Start are:

Flexible delivery of the senior secondary certificate with a strong focus on literacy and numeracy

Description

quality training delivered concurrently with secondary school education

maximised time on the job to support achievement of competencies

The Head Start SBAT program was piloted in over 150 schools from 2019 with strong outcomes. The expansion of the program includes access to all Victorian government secondary schools, including special schools, and Flexible Learning Options.

The program has introduced more rigorous SBAT compliance and monitoring across the system supporting the state's response to the 2020 Review into Vocational and Applied Learning Pathways in Senior Secondary Schooling (the Firth Review) reform agenda in senior secondary and vocational education. These

reforms will collectively support all Victorian secondary students to pursue high-quality and valued vocational pathways aligned with their strengths and interests and to finish schooling with the skills and capabilities they need for success in further education, training, work, and life. The expansion of SBATs will also assist in addressing prioritised skill shortages by providing employers with support and access to school-based apprentices and trainees.

The option to maximise time in employment has proven to support students' genuine progression through the apprenticeship or traineeship whilst meeting employer requirements. The program provides students with a clear pathway from school into employment with a qualification.

About Head Start Hubs

All government schools are committed to a collaborative and creative approach to improving Vocational Education outcomes and experiences for all students. All schools actively engaged with Head Start are committed to providing their students with a pathway to completing Year 12, whilst establishing an authentic career path within an industry with proven demand. Head Start hubs are overseen by a Board comprising selected host school Principals and led by the Hub Director, who has the primary responsibility for reporting directly to its members.

The successful candidate will be highly mobile. They will be tasked with establishing and facilitating relationships with employers, training providers and other agencies, liaising directly with students and their families at school and at their workplaces, cooperating effectively with school communities within the hub, and collaborating with their Head Start colleagues at both area and state-wide program level.

All Head Start team members are assigned a host school, however they may in fact be required to work from a location or locations other than their assigned school. This is a great opportunity to work flexibly and creatively as part of a motivated and skilled team establishing new and vital pathway options for students.

College 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 2025 of 1022 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.

<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Who May Apply</p> <p>Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.</p>
<p>Visible Description Type</p> <p>Description</p>	<p>Internal and External Child Safe Standards</p> <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>https://www2.education.vic.gov.au/pal/child-safe-standards/policy</p>
<p>Visible Description Type</p>	<p>Internal and External DE Values</p>

Description

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:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Job Postings

Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	20/05/2025	03/06/2025
Internet	External Posting	20/05/2025	03/06/2025

Job Information

Created By	09638123(Heidi Earle)
Created	20/05/2025
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	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	20/05/2025
Date Authorized	20/05/2025
Fixed Term Reason Verified	

Employees Being Replaced

Employee ID	Name
10786307	Andrea Williams

Staffing information

Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly

