

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Assistant Principal-Range 1	Role Type	Assistant Principal
Job Posting Title	Assistant Principal-Range 1 (Mildura English Language Centre Campus)		
Subjects/Duties		Level	
Begin Date	27/01/2027	End Date	26/01/2029
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1534484		
Contact Name	Lewis Gunn		
Phone	03 5021 2911		
School Website	www.milsen.vic.edu.au		
Apply By	10/09/2026		

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>

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

Thank you for your interest in this vacancy at **Mildura English Language Centre**

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.

Applicants with experience working with EAL and CALD students is preferable but not essential.

**Visible
Description Type**

Internal and External
Selection Criteria

Description

- 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.

Visible Internal and External
Description Type Responsibilities

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

Specific Duties Include:

Description

- Manage the daily operations of MELC
- Lead the strategic development of the Mildura English Language Centre as a Foundation to Yr 10 EAL New Arrivals provision across government partner schools.
- Lead a coherent instructional model for EAL learners, aligned to the Victorian Curriculum Foundation to Yr 10 EAL and the needs of newly arrived students.
- Establish and monitor centre-wide data cycles for EAL growth, attendance, wellbeing, transition readiness and post-transition outcomes.
- Lead assessment moderation and reporting consistency across MELC staff and partner schools.
- Strengthen transition systems from MELC into base schools, including follow-up monitoring and intervention for students at risk.
- Build teacher capability in EAL pedagogy, trauma-informed practice, culturally responsive practice and effective use of assessment data.
- Lead multi-agency partnerships with settlement, health, wellbeing, interpreting, multicultural and family support services.
- Ensure compliance with New Arrivals Program eligibility, enrolment, reporting, funding and documentation requirements.
- Lead risk management for complex student and family needs, including interrupted schooling, trauma, wellbeing concerns and settlement-related barriers.
- Develop a sustainable staffing model for MELC, including clear role design for EAL teachers, MEAs, administration and any outreach/transition functions.
- Provide strategic advice to the principal and MELC Management Team on program demand, enrolment trends, resourcing, staffing and improvement priorities.

The role will align with the Department of Education's FISO 2.0 improvement framework, with a strong focus on the Learning Core Element and the use of evidence, assessment and collaborative practice to improve student outcomes.

**Visible
Description Type**

Internal and External
Location Profile

Mildura English Language Centre (MELC) is a campus of Mildura Senior College, located in north-west Victoria, approximately 545 kilometres from Melbourne. MELC provides a full-time intensive English language program for newly arrived migrant and refugee students from Prep to Year 10, aged 5 to 17 years.

MELCs purpose is to equip students with the English language skills, knowledge and confidence needed to successfully transition into mainstream schooling or alternative education and training pathways, including TAFE. Through explicit English language instruction, students learn both in and through English while developing the academic, social and cultural skills required to thrive in Australian schools.

Description

In addition to supporting students' language development, MELC works closely with families to build their understanding of the Victorian education system and life in Australia, fostering strong partnerships between home and school.

Small class sizes enable teachers to provide highly differentiated instruction that responds to each student's individual needs. Curriculum planning is informed by students prior educational experiences, age, English language proficiency and rate of language acquisition, ensuring learning is personalised and responsive.

At MELC, we are committed to providing a safe, inclusive and supportive learning environment where every student is valued and respected. We celebrate the rich cultural, linguistic and religious diversity of our community and promote equity for all, regardless of sex, ethnicity, race, religion or socioeconomic background. Our values of **Persistence, Empathy, Aspiration, Community and Engagement** underpin our teaching and learning, guiding the behaviours, attitudes and aspirations we seek to foster in every student.

Visible Description Type

Internal and External
Qualification Requirements

To be eligible for employment, transfer or promotion in the principal or teacher class:

- The person must have provisional or full registration approved by the Victorian Institute of Teaching; and

Description

null if the person completed an Australian postgraduate level initial teaching program or course of study on or after 1 January 2024, they must demonstrate that they have satisfactorily completed a postgraduate level accredited initial teacher education program that has been accredited by an Australian State or Territory Teacher Regulatory Authority as satisfying the requirements of the Australian Institute for Teaching and School Leadership 'Accreditation of initial teacher education programs in Australia: Standards and Procedures'; and

null a person who graduated from a Victorian Initial Teacher Education (ITE) program after 1 July 2016 must also 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 ITE program completed by the person).

Details of qualification requirements as updated from time to time can be found at [Recruitment in Schools](#).

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: https://www2.education.vic.gov.au/pal/child-safe-standards/policy
Visible Description Type	Internal and External DE Values
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	18/08/2026	10/09/2026
Internet	External Posting	18/08/2026	10/09/2026

Job Information	
Created By	09638123(Heidi Earle)
Created	15/07/2026
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	18/08/2026
Date Authorized	15/07/2026
Fixed Term Reason Verified	

Employees Being Replaced	
Employee ID	Name
08229416	Claire Kelly

Staffing information	
Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly