

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Assistant Principal-Range 2	Role Type	Assistant Principal
Job Posting Title	Assistant Principal-Range 2 (Mildura Senior College Campus)		
Subjects/Duties		Level	
Begin Date	27/01/2027	End Date	28/01/2030
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1538800		
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 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.

Description

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
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

Description Common responsibilities of the Assistant Principal roles include:

- Provide leadership to the College in the ongoing implementation and commitment of Mildura Senior Colleges 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 Principals absence, to assume their role and responsibilities.
- Ensuring a consistent and coordinated approach for the implementation of the Department of Education 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.

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 Location 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 2026 of 953 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.

Description

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 140 members of staff including 87 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 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 Internal and External
Description Type 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	18/08/2026
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	18/08/2026
Fixed Term Reason Verified	

Staffing information

Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly

