

WMYC Position Description

Job Title	Assistant Principal		
Line Manager	Campus Principal	Year	2018
Classification	AP – Range 2	Mode	Tenured Position
Start Date	29/1/2019	End Date	27/01/2022
Time Fraction	1.0	Hours	38.0 hours per week
Hours of Duty	As per VGSA 2017	Lunch	Paid
Job Reference	1134041	Website	www.wmyc.vic.edu.au
Position Contact	Maree Cribbes	Apply by	25/10/2018

College Profile

This position will have a 7-12 focus and will be based at either Wodonga Middle Years College or Wodonga Senior Secondary College or both.

There is a concentrated focus on communication, cooperation and transition between. Both schools foster strong links with neighbourhood feeder primary schools. The Wodonga Federation of Government schools ensures that this communication and cooperation happens between all schools within Wodonga.

Wodonga Middle Years College is a supportive teaching and learning environment where student needs and backgrounds are reflected in the learning and design of the school. The clear strategic intention is to maximize opportunities for all students by developing their talents and challenging them to have high aspirations so they achieve their potential and become logical, self aware, collaborative and inquisitive. Importantly, Wodonga Middle Years College seeks to develop skills and competencies so students are well prepared for future study in the next stage of their education.

Formed in 2006, Wodonga Middle Years College (WMYC) caters for 850 students in Years 7 to 9 on three campuses: Felltimber, Huon and the Flying Fruit Fly Circus School.

The development of one Middle Years College with two campuses is providing the flexibility associated with larger schools while still maintaining opportunities for the development of strong relationships and knowledge of student needs that is enhanced in smaller schools. The College also provides unique opportunities for teachers to develop extensive teaching expertise in this important stage of schooling - the middle years.

The College has created opportunities for teachers who wish to accept the exciting challenge of teaching in a uniquely authentic middle school program that develops high expectations and levels of engagement and which can make real differences to the lives and aspirations of young people.

Wodonga Senior Secondary College. Our new school is built on the foundations of over 50 years of secondary education in the Wodonga district. These grand traditions are the basis of our grand future. We offer the greatest choice for secondary education in Wodonga and the ability to enable all students to choose their individually suited pathways for success. Our aim is to provide all students with the maximum opportunity for personal and academic growth in a supportive environment, one specially designed to advance students in their later secondary years.

Through our Graduate Program all students are provided with personal counselling and careers information to assist in the transition from school to the years beyond, from Tertiary education choices, apprenticeships, traineeships to job preparation. The options open to our students have no bounds.

Students have access to the widest range of VCE and VET specialist teachers and facilities in Wodonga, an adult work environment, and the broadest mix of sport, music, drama and art extra-curricula activities ever offered in the Wodonga area.

Wodonga Senior Secondary College is committed to maximising the potentials of each of our students.

For more information about the schools in the local area please see:

<http://www.wodonga.vic.edu.au/recruitment-2018/>

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

Typically, assistant principals perform one or more of the following functions:

- 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;

Selection Criteria

(a) Educational leadership

- (i) Outstanding capacity for visionary and exemplary educational leadership of a school or

college.

(ii) Highly developed skills in leading and managing change including the leadership of others in the process of change.

(b) Financial, managerial and administrative ability

(i) Outstanding financial, organisational and resource management skills.

(c) Planning, policy and program development and review

(i) Exemplary values appropriate to the development of student learning with a demonstrated capacity to achieve high quality student outcomes.

(ii) Demonstrated ability to implement Department policies to a high level.

(iii) An understanding of, and a commitment to, the use of learning technologies to improve teaching and learning.

(d) Leadership of staff and students

(i) A highly developed capacity to motivate staff, develop their talents and build an effective team.

(ii) 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.

(e) Interpersonal and communication skills

(i) Highly developed interpersonal and communication skills in individual, small group and community contexts.

(ii) Exemplary values pertaining to personal qualities of objectivity, sensitivity and integrity.

(iii) An ability to work with parents and the community to develop a strong learning environment.

Who May Apply

Appropriately qualified individuals currently registered or eligible for registration with the Victorian Institute of Teaching.

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. 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.

Child Safe Standards

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 <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

DET Values

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET'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 DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

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.
- 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>