**Job Description**

**Department:** Mill Park Secondary College  
**Classification:** Assistant Principal-Range 2  
**Begin Date:** 28/01/2015  
**End Date:** 27/01/2020  
**Employment Type:** Ongoing  
**Time Fraction:** 1.00  
**Reference #:** 861534  
**Apply By:** 24.08.2014

**Location Profile**

At Mill Park Secondary College we are focused on improving the individual learning outcomes of all our students. Our curriculum encourages students to be creative in their thinking, to achieve high standards, and to develop their learning through diversity of choice. It is a vibrant school community, offering a diversity of excellent programs. The College has approximately 1600 students on two campuses, the Middle Years Campus (Years 7-9) in Mill Park and the Senior Campus (Years 10-12) in Epping and serves a wide area including Mill Park, Bundoora, South Morang, Greensborough, Epping and extends into the rural fringe towards Whittlesea and Plenty.

The College identifies that learners have different needs at different stages of their education. The Middle Years Campus allows students to make the transition to secondary school in a dynamic, creative and stimulating learning environment, while our Senior Campus allows students the opportunity to specialise in a wide range of academic pursuits. A young adult learning environment has developed at the Senior Campus where students are welcomed as independent learners.

A leader in educational innovation, the College has an outstanding record in student achievement and well-being. We understand and meet the individual needs of students and then work together to help them make responsible decisions for their future.

Mill Park Secondary College operates on a set of four agreed values: Respect, Responsibility, Achievement and Enjoyment. These values form the basis for all interactions between staff, students, parents and the broader community as collectively we work to support our students through their education. Ultimately our aim is to ensure our students enter the world as well-educated and well-rounded individuals who have achieved everything they are capable of.

Mill Park Secondary College offers extensive and diverse curriculum choices at all year levels.

Our comprehensive Middle Years curriculum prepares students thoroughly for their Senior Years by building on prior learning in core subjects, while simultaneously exposing students to a broader range of Science, Arts and Technology subjects.

Our Senior curriculum provides students with a comprehensive choice of electives, allowing them to specialise and follow their interests and passions in Victorian Certificate of Education (VCE), Vocational Education and Training (VET) and Victorian Certificate of Applied Learning (VCAL).

Mill Park Secondary College offers a Select Entry Accelerated Learning (SEAL) Program for gifted and talented students, which begins in Year 7 and continues throughout their secondary schooling. The program caters for gifted and talented students who are characterised by an advanced speed of learning and a capacity for remarkably high standards of performance compared with students of the same age. Students are placed in accelerated classes and enjoy the intellectual stimulation of students with similar learning profiles. They accelerate through Years 7 through 10 in three years and have a three-year VCE with broadened opportunity for subject choice.

Student leadership is encouraged through the SRC, membership of College Council committees, participation in community activities and programs such as Peer Support/Peer Mentoring/Kids Helpline and the Supportive Friends program. Mill Park Secondary College has gained an outstanding reputation for its innovative visual and performing arts programs in Years 7-12. All students are encouraged to be creative. Students participate in major Arts events each year including the Arts Festival, Song and Dance Celebration and Annual College Production. The Mill Park community looks forward to these annual events. Students study music and can also access instrumental music lessons, participate in choirs, ensembles and bands.

Mill Park Secondary College encourages participation and excellence in all areas of Sport and Physical Education. Students study Physical Education, compete in swimming and athletics carnivals, house events as well as interschool competitions. Students have access to excellent sporting facilities including an 'A Grade' multipurpose sporting field at the Senior Campus.

For further information refer to the College website: www.millparksc.vic.edu.au

**Who May Apply**

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

SC 1 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.

SC 2 Financial, managerial and administrative ability
(i) Outstanding financial, organisational and resource management skills.

SC 3 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.

SC 4 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.

SC 5 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.

SC 6 Improvement focused with outstanding personal qualities including perseverance, resilience, problem solving and respect.

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;

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.

Other Information

- 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 www.education.vic.gov/hrweb/Pages/default.aspx

Additional Information:
Candidates are directed to the school website for further information: www.millparksc.vic.edu.au.
A package of information on the school is also available on request.
Applications must be submitted via Recruitment On Line by the due date and candidates are asked to provide the names and phone and email contact details of three professional referees.

A tour of the school [both campuses] will be held on both Thursday 14 August and Thursday 21 August at 4.00pm. Please contact Fernanda Strangis on 03 9407 9700 to register your attendance at either of these tours.