

INFORMATION FOR APPLICANTS

CAMPUS PRINCIPAL – Middle Years (Assistant Principal Range 3)

Position Tenure: 23 January 2023 to 23 January 2028

Time Fraction: 1.0

Closing Date: 25 July 2022

Job number: 1285179

Instructions

Applicants are free to structure applications in any manner they choose; however, they must include the following:

- That you address the Selection Criteria and attach a brief work history, including the names and contact details (email address and phone number) of three professional referees.
- Applications must be lodged on [Recruitment Online](#) by the closing date

Selection Criteria

SC 1 – Educational Leadership

- Outstanding capacity for visionary and exemplary educational leadership of a school or college.
- 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

- Outstanding financial, organisational and resource management skills.

SC 3 – 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.

SC 4 – 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.

SC 5 – 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.

Role

Mill Park Secondary College organises its student management and administration on the basic structure of its two campuses, the Middle Years Campus (years 7-9) and the Senior Campus (years 10-12).

Campus Principals are Assistant Principals who report directly to the College Principal. The two Campus Principals are responsible for overseeing all of the administrative and student management arrangements for their respective campuses, as well as leading significant college-wide portfolios.

Responsibilities

The Campus Principals have responsibility for leading and overseeing the leadership and management of the College Campuses in a way which reflects the school's vision, Strategic Plan and Annual Implementation Plan as well as the human and physical resources. As well as this they will work individually and lead teams to support the College Principal in:

- Supervision and coordination of the work of senior curriculum leaders, level coordinators and classroom teachers across the campus, ensuring high levels of support and accountability for shared goals and expectations.
- The development of teachers' and leaders' capacity in support of the College's Strategic Plan.
- Implementation of School Council policy and programs, through active participation in Council meetings and leadership of School Council sub-committees.
- Fostering and leading strong connections with the school community to support improved outcomes in both student learning and wellbeing.
- Facilitating a positive, safe and inclusive learning environment for all students and staff.
- Working with students, families and teachers to ensure that the school's student management procedures are implemented in accordance with school and DET guidelines.
- Allocation of budgets, positions of responsibility and other resources as they relate to the campus and in line with the School Strategic Plan.
- Other duties as required by the College Principal

Further Information

A campus tour will be held on Tuesday 19 July at 4pm. Information regarding the school, the tour and the position are available via the school website or by contacting Sharni Mullin, HR Manager on 9407 9700 or at sharni.mullin@education.vic.gov.au