



Wynndham's International High School

Duncans Road, Werribee, Victoria 3030, AUSTRALIA
Phone: 9741 1822
Facsimile: 9742 3164
email: werribee.sc@edumail.vic.gov.au
website: www.werribeesc.vic.edu.au

WERRIBEE SECONDARY COLLEGE

JOB TITLE: AP 3 ASSISTANT PRINCIPAL

LOCATION: WERRIBEE SECONDARY COLLEGE

ONGOING POSITION

BEGIN DATE: 01/03/2019 END DATE: 31/12/2023

HOURS: 38.00

VACANCY NO: 1145409

APPLY BY: 14/02/2019

LOCATION PROFILE

Werribee Secondary College is a highly regarded school in the Wynndham Education District. A consequence of the College's standing and its excellent Year 12 results is that applications for enrolments far exceed the Colleges intake capacity. The College is a TAASS accredited provider of a Select Entry Learning Program. The College attained accreditation as an **International School** with the Council of International Schools (CIS) in 2006 and in 2013 became the first state secondary college in Victoria to be accredited by the **International Baccalaureate Organisation (IBO)** and authorised to offer the Diploma level **International Baccalaureate**. Werribee Secondary College has instilled a culture which embraces hard work and high achievement. All students wear the traditional uniform of blazer, shirt and tie.

The College Curriculum structure is highlighted by a full core curriculum (Years 7 and 8), core plus electives (Years 9 and 10) and VCE, IB and VCAL (Years 11 and 12).

The College offers four Languages Other Than English – Italian, Spanish, Japanese and Chinese.

The College has recently completed the total replacement of its permanent buildings with state of the art facilities for all the Learning Areas including a Recital/Music Centre.

A broad range of co-curricular activities includes amongst others, music, drama, chess, debating, public speaking and Leadership Programs. Further leadership opportunities for male and female students are provided through the College's Australian Army Cadet Unit. Regular exchange programs are organised with schools in China, Korea and Spain.

Resources, Welfare and other Features

The College has implemented a **BYODD** program which encompasses Years 7 to 12. Most of the classrooms in the College are equipped with **Interactive Projectors**. There is a student **Wellbeing and Leadership** Program which is implemented through a **House** system, weekly **Tutor** groups and a **Pastoral Leadership** program.

Werribee Secondary College has 60 **International Students** who have selected the College to complete their secondary education.

SELECTION CRITERIA

SC1 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.

SC2 Financial, managerial and administrative ability

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

SC3 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.

SC4 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.

SC5 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.

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.

The Assistant Principal in charge of Junior School is responsible for all matters directly affecting the Junior School students' educational progress, welfare and discipline. They are expected to work successfully with the Leading Teacher, Year 7 and Year 8 Level Heads, home group and class teachers.

RESPONSIBILITIES

Lead the Management of Middle School (Years 9 & 10)

- Student behaviour issues
- Parent meetings as necessary
- Staff classroom management issues
- Approve enrolments to Middle School
- Attendance

Lead the Management of Curriculum Committee of College Council

Manage the school events planner

- Update the College's Calendar of Events and Term meetings schedule
- Approve Excursions/Incursions and ensure compliance with DET Guidelines

Lead the management of the following operations:

- MarkBook
- Compass
- Online Results
- End of Unit Reporting

Lead the College 'At Risk Committee'

- Facilitate the collection and analysis of the School Data, including student, parent and staff surveys

Lead the development of the House and Student Life system (work closely with Director of Student Voice)

Lead the School Improvement Team to plan, review and develop the School Strategic Plan, AIP

Liaise with the College's International Organisations (CIS, IBO) Council of International Schools and International Baccalaureate Organisation

Other duties as directed by the Principal

WHO MAY APPLY

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>

OTHER INFORMATION

Application Instructions

Applicants may structure applications in the manner they choose, but should ensure that the following are addressed and included:

- A Cover Letter
- A response to the key selection criteria and position details. (Maximum of 3 pages)
- a CV with a summary of experience and qualifications
- the names and contact details of three referees in relation to the key selection criteria
- Please include a header or footer with your name and job number on each page

Please submit an application through Online Registration at www.education.vic.gov.au/schooljobs

Applicants may also apply with an emailed copy of their application to werribee.sc@edumail.vic.gov.au.

Please phone Mr Steve Butyn, Principal, on 0407 818720 if you would like further information regarding this position.

Further information about the College is available on our Website (www.werribeesc.vic.edu.au) including the "College Strategic Plan".