



**Assistant Principal – AP2**

**Tenure: 03/10/2022 to 26/01/2026**

**Job No: 1288870**

## Position Description

### PART A

#### Key Selection Criteria

##### 1. Educational Leadership

- (i) Outstanding capacity for visionary and exemplary educational leadership
- (ii) Highly developed skills in leading and managing change including the leadership of others in the process of change
- (iii) Comprehensive knowledge of effective teaching strategies that demonstrates an understanding of how students learn

##### 2. Financial, managerial and administrative ability

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

##### 3. 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.

##### 4. Planning, policy and program development and review

- (i) Demonstrated ability to implement Department policies to a high level, including the ability to manage issues related to master planning and innovative development of College resources to achieve high quality student outcomes across the school.

##### 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.

**An application addressing the Key Selection Criteria should be no longer than 8 pages**

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## **PART B**

### **Roles and Responsibilities**

#### **General Statement**

Assistant Principals report 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 this 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 charter, policies and budget. Assistant Principals will contribute to the overall management of the school through involvement in corporate 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.

#### **Specific Responsibility Area Statement**

The College has three Assistant Principal's. Each Assistant Principal will be designated areas of special responsibility within the overall Principal Class team but will be expected to assist in other areas as needed and as a collegiate team member.

The designated area of special responsibility for this advertised position will be determined in consultation with the other two Assistant Principals with a discussion around all portfolios, **after the appointment is made**. Thus, we are looking for the best applicant and we will then determine the specific portfolio of responsibilities across all three AP roles.

The three broad areas currently divided up amongst the Assistant Principals include:

- Curriculum/Teaching & Learning/Reporting/Professional Learning
- Teaching and Learning Implementation and overseeing Senior School
- Teaching and Learning Support and overseeing Middle School

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**The Assistant Principal will work as a member of the Principal Class team to:**

1. Support the work of the College Council.
2. Implement the Performance and Development process, participate in staff selection and provide support for staff.
3. Contribute to the smooth daily operation of the College.
4. Monitor staff punctuality to school, yard duty and class.
5. Provide support to staff and supervise students by being a visible presence in the buildings and grounds during the day.
6. Take a high profile in ensuring that the policy on student discipline and welfare is implemented across all year levels.
7. Oversee a high standard of student personal presentation and correct wearing of uniform at all times.

Assistant Principals will regularly report to the Principal, and the Principal Class team as a whole will co-ordinate its activities through weekly meetings.

- Any enquiries about this position should be directed to the College Principal, Michelle Roberts on 9580 1184.
- Tours will be held on Thursday 4 August at 4.30pm and Tuesday 9 August at 4.00pm. Please book with Lyndell Thompson on 9580 1184.
- Please refer to the College Website to view the current Strategic Plan (2021-2024) and Annual Implementation Plan 2022

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## School Profile

**Purpose:** Mordialloc College students aspire to achieve their Personal Best in all endeavours.

Our mission is to provide a stimulating learning environment where all students feel safe and supported to succeed in a wide range of opportunities and pathways. Our students will become confident, successful, and invested members of our community and beyond

**Values:** Values are shared beliefs about how we work together. They influence our choices and provide a framework to guide our intentions, actions and decisions in the workplace and in the communities in which we operate. The following four core values we believe will lay the foundation for our future success.

Personal Best - Work to the best of your ability. Pursue excellence, try hard and constantly seek to improve.

Integrity - Be true to yourself by doing what is right. Be honest and trustworthy.

Respect - Treat everyone with equal consideration. Be accepting of others and their differences.

Responsibility - Be accountable for your actions. Contribute positively to the school and wider community.

**Community and Demographics:** Mordialloc College is located immediately adjacent to the eastern beaches of Port Phillip Bay and enjoys excellent bus and rail access to neighbouring municipalities

It is a single campus 7-12 college and has been an integral part of the local community since its establishment in 1924 and celebrated 90 years of education in 2014

A diverse range of families from mixed demographics and an SFOE of 0.3056.

The school has grown significantly over the last six years. With 247 Year 7 students in 2021 this takes our whole school enrolments to just over 1200 students in 2022 (including international students.) The school population will stabilise at this number as we will only be taking 200 students into Year 7 in future years.

Gender mix across the College is slightly uneven with male students comprising 58%, although in some year levels it is a 50/50 split.

Enthusiastic and professional staff comprising of 4 Principal Class, 90 teachers and 36 ES staff. Over 60% of staff have been employed in the last four years in response to our most rapid growth years.

**Educational:** At Mordialloc College we are committed to maximising learning opportunities for all students with Quality Learning Principles and Restorative Practices Philosophy, along with an emphasis on high expectations forming the basis for future direction and improvement. Our teaching and learning practices are aligned to the Curiosity and Powerful Learning framework developed in conjunction with Monash University.

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Strong whole school focus on Literacy and Numeracy

Innovative programs and high expectations coupled with a strong focus on student wellbeing

Outcomes in student achievement, engagement and wellbeing place the College among the highest performing state secondary schools

The College has a strong culture around professional learning and coaching as reflected in our dedicated PLC (Professional Learning Communities) meeting time and collaborative planning time together totally two hours on a Wednesday afternoon, with an early dismissal of students at 2.30pm. We also have a weekly staff workshop on Monday afterschool. In terms of staff Professional Learning we are mainly focused on two of our Key Improvement Strategies in the latest Strategic Plan: Improve teacher capacity in VCE with a focus on teacher expectations of student capability, assessment and moderation knowledge and content development from year 7-12 and Improve teacher capability to differentiate learning, engage in moderation and provide feedback process to improve learning.

A two sub-school structure introduced in 2011, with students in Years 7-9 allocated to the Middle School and students in Years 10-12 allocated to the Senior School

VCE results – 100% of eligible students successfully gained their VCE and since 2018 we have achieved some of the best VCE results in the school's history

Diverse interests and abilities catered for in our VCE, VET and VCAL courses

Excellent destination data with 100% of students who applied gaining a tertiary placement

Accredited SEAL (Select Entry Accelerated Learning) program, part of the exclusive SEAL academy

Sports Excellence Program in Netball, Basketball and AFL introduced in 2020 for Year 7 students. This program is now for Years 7-9 students.

Strong co-curricular program in the performing arts, visual arts and sport

A growing international student program and the provision of a language centre onsite

Strong transition program has been in place over the past eleven years with our feeder primary schools including visits to each school, visits to MC and delivery of specialist programs e.g. Science

**Technological:** Currently a BYOD for all students, Year 7-12 students

Range of desktop computers, Mac computers and banks of laptops/netbooks/ipads are located throughout the school

Mix of interactive whiteboards, projectors and large flat screen TVs in all rooms

Google Apps and Classroom is our learning management system

Compass package for reporting, wellbeing, attendance, event approvals and payments, and parent-teacher interviews bookings

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**Environmental – Grounds and Facilities:** The College has a new two storey Year 7 and 8 Learning Centre including 14 classrooms which will be ready for student occupation by Term 2, 2022. In addition:

There will be a refurbished senior school precinct including classrooms, office spaces, study centre and common area. Landscaping with outdoor seating and shade sails to be completed during 2023

A new Wellbeing Centre will be completed during Term 3, 2022

The four outside Basketball & Netball Courts are being completely upgraded from asphalt to blue plexipave with new fencing, lines, posts etc.

Flexible and collaborative teaching spaces also exist in our BER building for Science and the ICT rich student resource hub

Expansive and well established grounds

Since 2020 part of the Stephanie Alexander pilot program in Secondary Schools

Since 2017 a new Performing Arts Centre with canteen attached and a new PE/Sports Stadium