

POSITION DESCRIPTION

Position:	Principal		
Position type:	Part time – Job Share (0.6)	Location:	Melton
Reports to:	School Council	Supervises:	All School Staff
Salary:	To be negotiated plus superannuation at the rate determined by appropriate legislation. Staff also have the ability to access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.		
Approved by:	Principal	Date:	08/09/2025

Djerriwarrh Community College is an independent specialist senior secondary school based in Melton. Djerriwarrh Community College adheres to standards set by the Victorian and Federal Governments. The College delivers the Victorian Pathways Certificate (VPC) and VCE Victorian Major (VM) for students aged 15-19 years. Djerriwarrh Community College provides a safe and inclusive learning environment for vulnerable young people who have experienced disrupted learning. Our students may have experienced significant trauma and therefore have significant gaps in their learning. Students may also present with significant social and behavioural concerns at school. Djerriwarrh Community College is committed to providing wrap around supports to students through Individual Learning Plans, counselling services, community partnerships and pathway programs. The College supports students to reach their individual personal, social and educational potential.

DJERRIWARRH COMMUNITY COLLEGE VALUES

- Caring:** We provide a safe and supportive environment.
- Respectful:** We treat all people fairly and equally.
- Inclusive:** We welcome all and put people first.
- Adaptable:** We respond to individual and community needs in creative and flexible ways.
- Accountable:** We take responsibility for our decisions and follow through on our commitments.

CHILD SAFETY

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. The College has zero tolerance for child abuse.

The College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

POSITION OBJECTIVES

The Principal is a pivotable position responsible for school operations, school finances, Compliance and risk mitigation, learning programs, welfare of students, staffing, administration and management under that delegation. The Principal's primary duty is to lead a team that achieves positive learning, personal and vocational outcomes for students.

The Principal is responsible for the day to day operation and management of the school. The Principal acts as an executive officer to the Djerriwarrh Community College (DCC) School Council, Djerriwarrh Community & Education Services (DCES) Board and leads the implementation of policies and procedures necessary to comply with:

- the Victorian Registration and Qualification Authority (VRQA) School Standards;
- the College's Governance Charter;
- a Memorandum of Understanding between the DCES Board and the Djerriwarrh Community College School Council;
- the Associations Incorporation Reform Act 2012;
- the Australian Charities and Not-for-profits Commission Governance Standards.

DUTIES AND RESPONSIBILITIES

Strategy & planning

Support and advise the Djerriwarrh Community College School Council and Djerriwarrh Community & Education Services Board by:

- Contributing to and implementing strategic leadership of Djerriwarrh Board, CEO and Djerriwarrh Community College.
- Taking an active role in developing and implementing the relevant operational plan in line with School Council's strategic direction.
- Supporting School Council as required.
- Assisting with other issues/matters as required.

Business development

- Strong engagement with community members, stakeholder and community organisations, including Government representatives and non-Government organisations.
- Working collaboratively with funding bodies and consultants to initiate strategies and projects to develop the governance capacity of Djerriwarrh Community College.
- Marketing and promotion of Djerriwarrh Community College.
- Maintaining adequate enrolment to ensure the viability of the College.

Managing financials

Monitor financial performance of the team including:

- Establishing and monitoring annual budget for the School.
- Overseeing infrastructure development and financial management of the School.
- Responsible for financial reporting to the state and federal government.
- Acquisitions of additional grants.

- Review income and expenditure and report/explain variances in the P&L report.

Managing risk & compliance

- Ensuring appropriate WHS practices.
- Regularly reviewing and improving internal systems to ensure optimal performance of business unit.
- Working alongside the School Council & the Board to develop and implement policies and procedures.
- Ensuring compliance with AQTF and VRQA Standards.
- Ensuring compliance with relevant contracts and associated guidelines.
- Ensuring compliance with Memorandums of Understanding (MOU) for relevant consortiums or partnerships.

External relationships

- Representing Djerriwarrh Community College within established networks:
 - ▶ Independent Schools Victoria; and
 - ▶ Representing stakeholder networks as required.
- Maintaining external strategic and funding body relationships:
 - ▶ Department of Education and Training (State);
 - ▶ Department of Education and
 - ▶ Victoria Registration and Qualifications Authority (VRQA)

Program expertise

- Monitor key performance indicators as outlined in the operations plan.
- Taking responsibility for the planning and implementation of educational programs.
- Responsible for maintaining relevant and up-to-date skills and knowledge for independent schools. This includes:
 - ▶ Victorian Curriculum and Assessment Authority (VCAA).
 - ▶ Victoria Registration and Qualifications Authority (VRQA) and the minimum standards and requirements for school registration.
- Keep up to date with trends, developments and government policies and directions impacting on secondary education and independent schools.

Managing staff

Managing team members including:

- Staff recruitment & selection;
- Staff induction;
- Performance agreements, reviews, monitoring and development plans;
- Delegating tasks as required and ensure high standards of delivery; and
- Alignment with Djerriwarrh Code of Conduct

Administrative Management

- Responsibility of collecting and reporting the student and parent data including NCCD, SEA, ACARA & census data.
- To oversee the development of maintenance of the school site and OHS of the facilities.
- Participate in external quality assessment activities as required through VCAA.

Student wellbeing and safety

- Providing and promoting a child safe environment in accordance with the child safe standards.
- Actively promote a safe environment for all students and encourage students to participate in identifying strategies that will contribute to their safety and wellbeing.
- Adhere to the College's Duty of Care Policy, Child Safety Policy, the Child Safe Code of Conduct and the Mandatory Reporting Policy.
- Hold Care Team meetings with Parents/Guardians.
- Mentor staff in restorative practice and trauma informed practice models.
- Liaise with Parents/Guardians as required.

Professional Standards and Development

- Maintain a current Victoria Institute of Training (VIT) registration.
- Undertake ongoing and self-directed professional development.
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the College's Staff Code of Conduct and other relevant policies and procedures.
- Comply with privacy requirements in accordance with the College's Privacy policy.

General duties

- Actively support the College mission, vision and values in the performance of all duties and responsibilities.
- Comply with all legal requirements in regard to:
 - Child Safety and protection, including mandatory reporting obligations;
 - Work health and safety; and
 - Equal opportunity.
- Perform other duties as requested by the DCC School Council & DCES Board.

KEY SELECTION CRITERIA

KSC 1	Demonstrated experience in effectively managing and leading a school's vision and mission.
KSC 2	Demonstrated experience with strategic planning, policy development and managing risk and compliance.
KSC 3	Demonstrated experience in school governance to ensure that the school's human, physical and financial resources are efficiently allocated and managed.
KSC 4	Highly developed interpersonal and communication skills inclusive of oral and written, negotiation, networking, and facilitation.
KSC 5	Demonstrated ability to lead and manage student behaviour using trauma informed and restorative practice models.
KSC 6	Demonstrated experience in curriculum design and development, particularly in applied learning.
KSC 7	Demonstrated capacity to develop positive relationships with students, parents/families and the local community and participate in and contribute to system-level activities.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

Essential:

- Victorian Institute of Teaching (VIT) Registration.
- Working with Children Check clearance.
- Satisfactory National Police History Check.
- A relevant tertiary qualification.
- Demonstrated experience in a similar role, ideally within a school environment.

Desirable:

- Experience of working in independent special assistance sector is advantageous.
- Youth Mental Health First Aid Training or willingness to undertake.
- Berry Street Education Model Training or willingness to undertake.
- First Aid Training and Anaphylaxis Training or willingness to undertake.
- A commitment to Equal Opportunity and Workplace Health and Safety principles and practices.
- A commitment to continuous school improvement.

LEGAL REQUIREMENTS**Child safety and protection**

Djerriwarrh is a child safe organisation and complies with:

- *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- *Ministerial Order No. 870: Child Safe Standards - Managing the risk of child abuse in schools*

- *Working With Children Act 2005*

Health and safety

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to the Principal.
- Comply with work health and safety policies and procedures and follow directions given by the Principal in relation to safe work practices.

Privacy

Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.

The College complies with the:

- *Privacy Act 1988*
- *Freedom of Information Act 1982*

Access and equity

Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

The College conducts all activities free from sexual harassment and unlawful discrimination which contravenes the following legislation:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Disability Act 2006*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*