

POSITION DESCRIPTION

Position:	Assistant Principal		
Position type:	Full Time	Location:	Melton
Reports to:	Principal	Supervises:	Teaching Staff
Salary:	\$136,022 - \$142,806 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:	December 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 Vocational 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 Assistant Principal will be required to:

- Lead student wellbeing and management.
- Lead high-quality teaching and learning.
- Support strategic and operational leadership.

DUTIES AND RESPONSIBILITIES

School operations and management

- Lead behaviour management and general discipline matters beyond the management of classroom teacher.
- Lead and manage the implementation of improvement initiatives related to the College strategic plan priorities.
- Lead and manage staff performance and development.
- Lead the development, implementation and review of curriculum and assessment.
- Required to deputise for the Principal on occasion, sharing responsibility for all aspects of Djerriwarrh Community College at such times.
- Contribute to the overall leadership and management of the College.
- Contribute to developing and managing the College code of conduct.

Curriculum development, delivery and assessment

- Overall accountability for high standard of delivery and the continued improvement of curriculum, competency based learning and innovation aligned to the School's strategic plan.
- Develop and implement evidence-based teaching practices relevant to young people with diverse needs, including the effective use of digital technologies.
- Teach the required class hours and the specified day(s) as negotiated with the Principal.
- Develop learning and assessment tools and strategies that are engaging for students in accordance with the VCAA requirements.
- Monitor student attendance and maintain attendance and parent/guardian/student contact records according to College requirements.
- Assist each student to reach their personal and career goals through Individual Learning Plans.
- Lead reporting and assessment.
- Develop Individual Learning Plans in accordance with NCCD levels of adjustment.
- Lead the differentiation of curriculum as required to meet the needs of the student cohort.

Financial and Administrative Management

- In conjunction with the Principal, take responsibility for monitoring and reviews of expenditure. To ensure systems are in place to collate, analyse and report on data in accordance with timelines.
- To exercise a significant role in the collection and collation of NCCD data to ensure funding obligations are met.
- Allocation of budgets, positions of responsibility and other resources within area of responsibility.
- Conduct enrolment interviews as required.
- Contribute to the development, implementation and review of policies and procedures.
- Work with the Principal to monitor and review financial expenditure, ensuring timely data management and reporting systems are in place.
- Play a key role in collecting and organising NCCD data to meet funding requirements.
- Manage the allocation of budgets, designate positions of responsibility, and distribute resources within the assigned area.
- Conduct enrolment interviews when needed.
- Assist in developing, implementing and reviewing relevant policies and procedures.

Quality assurance

- Lead and contribute to school reviews and audits as required by the Principal.
- Work with the Principal and teaching team to undertake ongoing student evaluation and course review to further enhance teaching delivery and improve student outcomes.
- 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.
- Participate in supervising students in breaks as required.
- 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 and Youth Worker.
- Mentor staff in restorative practice and trauma informed practice models.
- Liaise with Parents/Guardians as required.
- Make student referrals to wellbeing staff as required.

Relationships and communication

- Performance management and development of staff.
- Chair and participate in meetings, both internal and external as required.

- Actively work with colleagues to build positive relationships and teamwork.
- Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions.
- Work actively to engage students with the local community.

Professional Standards and Development

- Maintain a current Victoria Institute of Training (VIT) registration.
- Undertake ongoing and self-directed professional development.
- Attend and participate in College staff training days as required.
- 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.
- Participate in regular external supervision sessions.

General duties

- Actively support the College purpose, 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
 - Equal opportunity
- Perform other duties as requested by the Principal.

KEY SELECTION CRITERIA

- KSC 1: Demonstrated experience of exemplary educational leadership of students who have experienced trauma and educational disengagement.
- KSC 2: Demonstrated interpersonal, communication and teamwork skills, including experience in leading and managing a complex team.
- KSC 3: Demonstrated ability to manage student behaviour using trauma informed and restorative practice models.
- KSC 4: Ability to create and deliver innovative learning activities and assessments within the framework of the curriculum to engage young people and to lead colleagues to improve teaching and learning.
- KSC 5: Financial and administrative skills to contribute to the development of programs and optimal use of resource.
- KSC 6: Well-developed administrative, data collection and time management skills.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- Victorian Institute of Teaching (VIT) Registration.
- Experience in leading staff in behaviour management strategies and restorative practice approaches.
- Experience in the delivery of VPC, VCE VM or similar type of education program advantageous.
- Current Victorian Drivers Licence.
- 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.

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. 1359 Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*
- *Education and Training Reform Act 2006 (Vic)*
- *Child Wellbeing and Safety Act 2005 (Vic)*
- *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*