

**Corio Bay Senior College
Assistant Principal's Position.**

Closing date for applications: September 25, 2009

Commencement Date: 01/01/2010

End Date: 31/12/2015

AP Level: Assistant Principal Level 2 – Range 3

**Selection
Criteria**

1. EDUCATIONAL LEADERSHIP

Outstanding capacity for visionary and exemplary educational leadership of a College.

Highly developed skills in leading and managing change including the leadership of others in the process of change.

2. 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.

Demonstrated ability to use data to foster improvements in student outcomes.

3. 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 develop their special abilities and talents.

4. 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.

5. FINANCIAL, MANAGERIAL AND ADMINISTRATIVE ABILITY

Outstanding financial, organisational and resource management skills.

6. SCHOOL BASED CRITERIA

The college faces a significant challenge in retaining students through to the completion of year 12. What strategies do you see as being effective, and would consider developing and implementing, in order to improve students' retention rates?

Role

The role of the Assistant Principal at Corio Bay Senior College is a high level leadership position and has responsibilities across the College. The position requires a positive and flexible person who has the capacity to lead significant sections of the College. Actual responsibilities will be negotiated with the Principal and will vary depending on the needs of the College. Hence, adaptable approaches, along with a commitment to professional learning are important attributes.

An Assistant Principal at Corio Bay Senior College could be expected to fulfil responsibilities such as:

OH &S
Staff Health & Wellbeing
Workcover
Staff Professional Learning
Curriculum
Timetabling
Staffing
Facilities
Annual Implementation Plan development
Strategic Plan development
Elements of the College finances
Community links and liaison
Involvement in the College performance and development program
Support of the Daily Organiser
ICT Implementation
Carry out duties required by the Principal.

The College is entering a period of significant reconfiguration, through the Corio Norlane Regeneration Project, and is therefore looking for a person who can wholeheartedly contribute to the leadership of this change and support the school community through this project.

Responsibilities

Typically, assistant principals perform one or more of the following functions:

- supervision and co-ordination of the work of senior curriculum or level co-ordinators;
- allocation of budgets, positions of responsibility and other resources within the area of responsibility;
- supervision of the delivery of teaching programs;
- management of programs to improve the knowledge and experience of teaching staff;
- responsibility for general discipline matters beyond the management of classroom teachers and year level co-ordinators;
- contribute to the overall management of the school;
- determining the final form of any curriculum proposals which go to school council;
- the appraisal of the work of subjects co-ordinators;
- responsibility for decisions relating to employment of short-term replacement teachers;
- development and management of the school code of conduct;
- appraisal of the work of year level co-ordinators.

Who May Apply

Appropriately qualified individuals currently registered or eligible for registration with the Victorian Institute of Teaching.

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Other Information

Thank you for your interest in this position at Corio Bay Senior College College. Please note that we are happy to accept hard copies of your application, however there are two things you must do on Recruitment on Line

1. Create a short resume
2. Attach yourself to the position you are applying for.

If preparing a hard copy of your application would you please adhere to the following guidelines.

Attach a cover sheet that includes:
Vacancy Number and Name of position
Your name and ID number if applicable
Your postal address and contact number
Current school location, address and contact number (if applicable)

Applicants should address the key selection criteria and include a covering letter, curriculum vitae and include the names and contact numbers of three (3) referees.

Applications should be addressed to:
Sylvia Tomkin
Business Manager
Corio Bay Senior College
PO Box 21
CORIO VIC 3214

A package of information and tours of the college are also available. Applicants can ring Sylvia Tomkin on 0409 236 350 to arrange for information to be forwarded to them or to arrange a tour of the college.