

Wyndham Community and Education Centre Inc

Job Description

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Principal – Julia Gillard Community College

Incumbent:	
Classification:	Common Law Contract
Reports to:	Board
Duration:	Fulltime - Ongoing

School Background

Julia Gillard Community College is a registered Special Assistance School (SAS) governed by the Board of Wyndham Community and Education Centre (Wyndham CEC). Registered in late-December 2023, and opening its doors in January 2024, Julia Gillard Community College became an Independent School after 18 years as a Non-School Senior Secondary School Provider (NSSSP).

Wyndham CEC is the proprietor of the School. Wyndham CEC is an Incorporated Association and a registered charity under the ACNC with its head office in Werribee. The organisation currently provides services to the communities of Wyndham, western Melbourne, Geelong and Ararat. It is one of Victoria's largest Adult & Community Education providers and a leader in supporting people and communities to make positive changes for their futures. In addition to its education programs, the organisation offers a range of quality community, settlement and employment programs to the local community. It has operated in the community since 1974.

As part of its mission, Wyndham CEC is dedicated to transforming lives through inclusive learning and providing tailored student support. The Board of Wyndham CEC works closely with the Principal regarding governance, and the delegation of day-to-day operations and financial management of the School to the Julia Gillard Community College School Council.

About the Role:

Julia Gillard Community College is a relatively new Independent (SAS) School that commenced in 2024 and provides the Victorian Certificate of Education Vocational Major (VCE VM) and the Victorian Pathways Certificate (VPC) to Year 11 and 12 students. These programs are delivered in a flexible learning environment, with a holistic approach to wellbeing and educational goals.

JGCC aims to reconnect young people with education and training and empower them to build a positive future. Our classrooms are designed to support young people who have faced barriers to learning in the past. The principal is a school-wide leader responsible for providing strategic direction, managing daily operations, and ensuring the delivery of quality educational programs for students with unique needs.

Key duties include leading staff, developing and implementing policies and curriculum, managing budgets, and building positive relationships with staff, students, and the wider community. The role requires expertise in specific school contexts, such as those for students with challenges or barriers to learning and often

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involves liaising with external bodies and stakeholders.

The principal, as executive officer of the school council, must ensure that adequate and appropriate advice is provided to the council on educational and other matters, that the decisions of the council are implemented, and that adequate support and resources are provided for the conduct of council meetings.

Role and Responsibilities:

The principal is accountable for the overall management and development of the school within guidelines and policies. The key responsibilities of the principal are:

- **Strategic leadership:** Set the strategic direction for the school, align with its mission and values, and lead long-term strategic planning and improvement initiatives.
- **Educational leadership:** Oversee the development and implementation of effective teaching and learning programs, ensuring compliance with legislation and focusing on student success.
- **Staff management:** Lead, mentor, and support teaching and non-teaching staff. This includes performance management, professional development, and fostering a positive and collaborative environment.
- **Financial management:** Develop and manage the school's annual budget with Wyndham CEC's CFO, including resource allocation and purchasing.
- **Community and stakeholder relations:** Promote the school to the wider community, build relationships with parents and support groups, and liaise with government agencies, ISV and other service providers.
- **Operational management:** Oversee the day-to-day operations of the school, manage student discipline and welfare, and handle administrative and compliance tasks.
- **Governance:** Work with the Board of Governance of Wyndham CEC and the School Council.

Required skills and expertise

- In-depth understanding of the specific context of the school, such as special assistance environments.
- Expertise in contemporary pedagogy and wellbeing strategies relevant to the school's student population.
- Strong leadership and people management skills, with the ability to build trust and credibility.
- Skills in data interpretation, strategic planning, and project management.
- Adaptability and agility in a complex and changing environment.

Benefits

Joining Julia Gillard Community College means becoming part of a community-minded organisation committed to employee wellbeing and professional development. The right candidate will enjoy attractive benefits. A competitive remuneration package applies to this role together with access to salary packaging arrangements.

Conditions of Employment/ essential requirements

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work visa.
- The appointment of the successful applicant will be made subject to satisfactory pre-employment conditions check including safety screening.
- A probationary period may apply during the six months.
- The applicant must have full registration from the Victorian Institute of Teaching.
- Strong computer literacy including proficiency in the Microsoft suite of programs.
- Understanding of relevant legislation, including MO1359 and child safe standards relevant to a senior secondary school setting.
- Relevant tertiary/ post-graduate qualifications.
- Significant experience in a senior leadership position in a school or like organisation.
- Must have a valid Victorian Driver's licence.

Desirable:

- Experience in the independent special assistance sector
- Experience in trauma informed practice

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Our commitment to safety

Julia Gillard Community College is committed to the safety of its students and employees, taking a no-tolerance approach to violence within the workplace or abuse, including child abuse. The school promotes the safety, wellbeing and inclusion of all students. All employees are required to comply with the Child Safe Standards.

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements and the philosophy of Julia Gillard Community College.

Have a good understanding of Health and Safety requirements and ensure that work practices reflect this. We have no tolerance for compromised worker safety. Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and students who may be affected by your acts or omissions in the workplace.

Wyndham CEC including JGCC has no tolerance of abuse or neglect of vulnerable people and are committed to actively contributing to a safe organization.

Wyndham CEC/ JGCC is committed to operating efficiently, ethically and remaining operationally and financially sustainable. As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, codes of conduct and regulatory guidelines.

Selection Criteria

The applicant will demonstrate:

1. Strong leadership capacity to grow the school's education vision including in-depth understanding of the specific context of special assistance school environments and key government education policy directions.
2. Strong people management skills, with the ability to build trust and credibility and maintain positive and respectful relationships with stakeholders including building highly effective teams.
3. Adaptability and agility in a complex and changing environment including a track record of exemplary educational leadership of students who have experienced trauma, barriers to education and educational disengagement.
4. Evidence of extensive experience implementing successful wellbeing policies and programs.
5. Demonstrated understanding of and commitment to the principles of equity, diversity, continuous improvement, risk management and occupational health and safety.
6. Demonstrated experience of school administration and operations including financial, managerial, and administrative abilities.
7. Extensive experience (teaching or leadership) in a school or school environment.
8. Strong understanding/ experience of child safe environment(s) and the implementation of the child safe standards.

As an employee, you are expected to:

- Comply with and actively support all applicable organisational codes, policies and procedures.
- Satisfactory completion of safety screening check, VIT Registration check, National Police check, International Police check (if required), and the right to work in Australia.