

POSITION DESCRIPTION

ASSOCIATE PRINCIPAL — CURRICULUM AND PEDAGOGY

DEPARTMENT	ECG Secondary College (ECG)
REPORTS TO	College Principal
DIRECT REPORTS	Campus Principals (Gippsland Regional), Lead Teacher Middle School Curriculum, Lead Teacher Senior School Curriculum, Lead Teacher Instructional Practice
INDIRECT REPORTS	Campus Teaching and Learning Support staff
DATE	March 2026
POSITION OBJECTIVE	To provide academic and operational leadership for ECG Campuses and lead instructional practice, implement curriculum and validate assessment across the school.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

CCG is registered as an Independent School delivering the Vocational Pathways Certificate (VPC) and VCE Vocational Major (VM) as well as years 9&10 from select campuses. CCG is also a Registered Training Organisation (RTO) registered with the VRQA and is also a registered Learn Local Provider.

The Associate Principal provides operational oversight of nominated ECG Secondary College Campuses, aligned to VRQA Minimum Standards, ensuring compliance with all related college policies and legal requirements. They lead the implementation of the ECG Education Model to ensure exemplary education delivery aligned to AITSL standards and VCAA requirements and models a high-performance culture in a cycle of improvement that creates collective efficacy and ensures a safe and positive climate for learning with responsibility for student accomplishment. They also contribute to school improvement through participation in developing strategic objectives within a variety of college teams.

ROLE SPECIFIC RESPONSIBILITIES

- Work with the College Principal and School's Leadership Team to drive and deliver the achievement of strategic planning objectives and milestones.
- Ensure efficient and effective campus operations in alignment with CCG/ECG policies.
- Lead workforce development initiatives for teaching and LSO staff.
- Organise mentoring and support mechanisms to assist preliminary registered teachers to move to full registration status.
- Oversee PLT practices for high impact outcomes aligned to a cycle of improvement.
- Develop ECG pedagogical approaches through a cycle of reflection and improvement.
- Lead a physically and psychologically safe working environment.
- Ensure a guaranteed and viable curriculum is in place and ensure planning, assessment and reporting practices align to VCAA requirements and requirements of other external authorities.
- Actively ensure the health, safety, and wellbeing of students in the school (including all Child Safety requirements are upheld).
- Ensure all legal and compliance responsibilities relating to ECG have been upheld and risk is being managed effectively.
- Uphold the Australian Professional Standards for Teachers as outlined by the Australian Institute for Teaching and School Leadership (AITSL).
- Lead the development and performance of direct reports aligned to AITSL standards.
- Develop collective efficacy for improved student accomplishment.
- Motivate, develop, and lead a high performing and accountable team while actively monitoring and addressing staff performance and any staffing or HR issues in a timely manner.
- Engage professionally with parents/carers as required to develop a positive and purposeful learning community.
- Lead by example to set the tone for expectations, behaviour, and performance in line with CCG values and policies.

- Build and maintain effective and productive relationships with key internal and external stakeholders.
- Contribute to ECG Secondary College brand development through community engagement and growing stakeholder networks.
- Ensure, at Campus level, continuous improvement practices are embedded into all ECG services, procedures and related tasks and processes.
- Support Campus Principals to implement appropriate and logical student disciplinary outcomes aligned to CCG/ECG policies and procedures.
- Alignment to ECG/CCG procurement processes and policies and adherence to budgets.
- Ensure the highest quality of service delivery and customer service is being delivered.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents, and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements and assisting in rolling out strategic initiatives.
- Actively contribute to a safe and supportive working environment through building positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY PERFORMANCE INDICATORS

- Meeting Strategic Plan objectives and milestones within associated timeframes.
- Financial performance of ECG meets or exceeds budgeted targets.
- Meeting client's expectations regarding the quality and flexibility of school services.
- Attendance, retention, and completion rates of students meets or exceeds annual targets.
- All legal and compliance responsibilities relating to the school have been upheld and risk is being managed effectively.
- Delivery of highest-level support to all internal and external stakeholders.

KEY SELECTION CRITERIA

- 3+ years' experience in a leadership role — preferably within a secondary school environment.
- Understanding of statutory and regulatory requirements of an Independent School.
- Experience with successfully leading and managing a high performing team.
- Strong interpersonal skills and an ability to successfully communicate and liaise with people at all levels, both internally and externally.
- Demonstrable workflow management skills with the ability to manage competing priorities.
- Demonstrable successful task organisation skills and implementation of continuous improvement.

MANDATORY REQUIREMENTS

- Victorian Institute of Teaching (Full Registration)
- Current Victorian Drivers Licence

FUNCTIONAL RELATIONSHIPS

Key Internal

College Principal
School Leadership Teams
Executive Manager — Governance and Risk
Lead Teachers Curriculum and Pedagogy
LSO's

Key External

Parents/Carers
Local referring Schools
Local LLEN
Local VET Cluster (if applicable)
Independent Schools Victoria
Referring Agencies

DECLARATION:

I have read, understood, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: