CCG
Community College Gippsland

POSITION DESCRIPTION

LEAD TEACHER — VIRTUAL CAMPUS

DEPARTMENT	ECG
REPORTS TO	Campus Principal — Virtual
DATE	October 2026
POSITION OBJECTIVE	To work collaboratively with the Metro Region Associate Principal to lead a high-performance culture that is focussed on high-quality implementation of the ECG education Model, provide appropriate student management and wellbeing responses and drive improvements in student's engagement.
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

Provide Leadership at Campus level for staff, students and the wider community, including the parent community to ensure a positive and innovative climate for learning with high expectations for student wellbeing and accomplishment. Work cohesively with the Associate Principal to ensure consistent implementation of CCG/ECG policies and procedures. Fulfill chain of command responsibilities for student management and wellbeing interventions and responses as required by the Associate Principal. Promote staff collective efficacy to support student growth and development that is holistic and individualised. Support continued excellence and growth within established delivery of Virtual 9/10 and VPC programs and support the implementation of Virtual VCE VM and further virtual curriculum and learning program expansion.

RESPONSIBILITIES

- Work collaboratively with teaching staff, Middle School and Senior School Curriculum Leads to deliver a guaranteed and viable curriculum in the ECG year 9/10 program.
- Ensure compliance with ECG policies and procedures.
- Student Management and wellbeing responses aligned to ECG policies and procedures with the support of wellbeing staff, including management of Student Plans (with support).
- Management of enrolments and conducting of enrolment interviews for prospective students.
- Campus level NAPLAN and assessment co-ordination.
- Daily resourcing and operational/organisational responsibilities (e.g. staff absences).
- Managing mail and campus correspondence, with administration staff support.
- Supporting Event/incursion/excursion submissions.
- Support and implement College initiatives as directed by line management including supporting the SSG cycle.
- Managing virtual enrolment enquiries, interviews and onboarding processes.

KEY PERFORMANCE INDICATORS

- Enrolments are maintained to budgeted projections.
- Retention objectives are achieved to support successful transitions.
- Student attitudinal data is responded to.
- Staff performance reviews are completed (with support).
- Student absences are monitored and responded to.
- High-quality instructional practice is evident, observable and modelled.
- Careers planning and work experience programs are developed and delivered.

KEY SELECTION CRITERIA

- Prior experience in SAS settings or demonstrated knowledge of SAS approaches.
- Understanding of the nuances and challenges of the Virtual Campus including demonstration of capacity to lead effective online teaching and student engagement.
- Capacity to demonstrate professional competency alignment to Lead teacher AITSL standards.
- Prior experience in student management and/or leadership/management, or a position of responsibility.
- Knowledge of NCCD and demonstrated capacity to implement and document adjustments.

ORGANISATIONAL FUNCTIONS

- 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.
- Actively work with colleagues to build 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

MANDATORY REQUIREMENTS

- Full VIT Teacher Registration
- Current Victorian Drivers Licence

QUALIFICATIONS

- Post Graduate Education Qualification
- 5+ years teaching experience

FUNCTIONAL RELATIONSHIPS

Key Internal	Key External
Associate Principal	Work experience providers
Curriculum Leads	Career education networks
Teaching Staff	External agencies
Wellbeing staff	
LSO's	

DECLARATION:

I have read, understand, and accepted the above Position Description.
I 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: