



WANGARATTA  
HIGH SCHOOL

## ASSISTANT PRINCIPAL 2

### Excellence in Teaching & Learning Position Description

<b>Reports to:</b>	<b>Principal</b>	<b>Time Allocation:</b>	<b>18 sessions</b> (flexible depending on timetable structure and strategic priorities)
--------------------	------------------	-------------------------	--

#### School Vision:

The vision for Wangaratta High School is to empower all students to grow academically, socially and emotionally. An outstanding learning environment built on high expectations for success will enable all students, with support, to experience quality teaching within a positive climate for learning. Our graduates will be independent, lifelong learners who are equipped to make a positive impact on the world around them.

#### School Values:

Wangaratta High School's values are Respect, Ready to Learn, Safe and Personal Best.

We respect ourselves, our school and each other, and understand that our attitudes and behaviours have an impact on the people around us.

We model and demonstrate being ready to learn by ensuring we regularly attend, arrive on time and come prepared with all the necessary materials to make the most of the learning opportunities available.

We strive for excellence, which means trying our hardest and doing our personal best.

#### Assistant Principals at Wangaratta High School

Assistant Principals at Wangaratta High School are integral to the School Leadership Team. They are expected to lead in alignment with the school's strategic direction and the principal's leadership tone, which prioritises clarity, calmness and composure in complex and high-pressure situations. The role is not only one of technical leadership, but also one of relational steadiness and influence, reflecting the principal's expectations for how school-wide leadership is modelled and enacted.

Working in close partnership with the principal, Assistant Principals take responsibility for developing, implementing and promoting best practice across their portfolio. They lead with a whole-school lens, act with initiative, and work collaboratively with colleagues to ensure that decisions support the goals and targets of the School Strategic Plan and Annual Implementation Plan.

They support the day-to-day operations of the school by establishing and refining processes that promote effective communication with students, parents and staff, and by ensuring the smooth coordination of events, routines and responsibilities. They are a point of escalation for complex issues, including discipline, performance, and interpersonal matters, and they maintain a visible leadership presence throughout the school. Assistant Principals model the school's values, contribute to a positive and safe environment, and play a key role in leading assemblies, staff meetings, parent forums, and other community events.

All Assistant Principals are expected to be exemplary classroom teachers and lead by example in both pedagogical practice and professional conduct. They are responsible for coaching and supporting staff, fostering a high-performance culture, and contributing actively to the continuous improvement of the school.

#### Key Roles & Responsibilities:

In recognition of the importance of exemplary practice for improved student learning outcomes, the key roles of the Assistant Principal may include but are not limited to:

1. Providing strategic leadership, supervision and coordination of curriculum leaders, including oversight of budgets, staffing recommendations for leadership positions, and allocation of resources to align with whole-school improvement priorities.
2. Leading and supervising the effective delivery of teaching and learning programs, with targeted support for Learning Specialists, Leading Teachers, and Graduate Teachers to build capacity and consistency across the school.

3. Managing complex discipline matters, acting as a point of escalation beyond classroom and student management leadership teams, and promoting consistency and fairness aligned with school values.
4. Contributing to the overall management of the school, ensuring compliance with the VRQA registration requirements, the Department's Code of Conduct, and DET Values.
5. Demonstrating and modelling high-level pedagogical expertise, including the design and delivery of demonstration lessons, co-teaching, learning walks, walkthroughs, structured observations, and providing timely, evidence-informed feedback to colleagues.
6. Collaborating with the School Leadership Team to develop, embed and refine a shared vision of high-impact teaching strategies and excellence in teaching and learning, including contributing to proposals submitted to School Council.
7. Modelling effective learning practice, and supporting teachers to actively seek, interpret and act upon feedback to improve professional practice and student outcomes.
8. Demonstrating data-informed practice, using student achievement and growth data to inform teaching strategies, assessment approaches, and intervention at the point of need.
9. Supporting and leading the use of digital technologies, both in classroom practice to enhance engagement and achievement, and in the systems used to organise and communicate curriculum and resources across the school.
10. Designing and delivering high-quality, whole-school professional learning, aligned to the improvement strategies of the Annual Implementation Plan and focused on sustainable instructional improvement.
11. Partnering with the Principal Team to build instructional leadership across the school, contributing to shared leadership culture, mentoring, and coaching aligned with the school's strategic goals.
12. Undertaking other duties as directed by the Principal, with professionalism, initiative and a whole-school focus.

#### **Building School Capacity and Culture School policies, procedures, approaches and learning culture**

- Lead, manage, monitor, and improve all aspects related to improvement in teaching and learning.
- Provide transformational leadership in developing strategies, approaches and policies that will improve student learning. This will involve partnership with LAL and LT/LS from across the School to develop whole school strategies and approaches.
- Lead the improvement of the of whole school culture to one of serious study and application, with clear processes and procedures to monitor students' work ethic and progress.
- Provide transformational leadership in supporting the effective 7-12 pathways planning and transition support for all students.
- Lead the collection and monitoring of NAPLAN and PAT data that impacts on students' programs and results.
- Lead, manage and monitor targeted learning initiatives such as MYLNS and TLI.
- Support the work of the Learning Area Leaders (LAL) in implementing professional learning communities (called Inquiry groups at WHS) and the Instructional Model.
- Support the work of Leading Teachers/Learning Specialists to create and maintain and make visual student data

#### **Building Student Capacity**

- Collaborate with the Learning Specialists (LS)/Leading Teachers (LT) and teachers to select students for targeted initiatives to improve student outcomes in literacy and numeracy.
- Monitor the learning growth of students, particularly those in the bottom two bands to ensure suitable supports are in place for these students to experience connection, engagement, and success.
- Develop any system processes and procedures that ensure underachieving and high achieving students are identified, monitored, and supported.
- Support the development and implementation of Individual Education Programs (IEPs) for those students who are in targeted initiatives.

#### **Building Parent and Community Capacity**

- Brief students, parents, staff, and the community on developments in the area of targeted learning initiatives.

- Actively involve parents in case management meetings to identify how they can support their child's progress.
- Investigate ways in which to include parents in the process of improving student engagement and performance.

**Leadership**

- Be an active and contributing member of the School Leadership Team and School Improvement Team
- Supporting and working collaboratively and cooperatively with members of the Leadership Team and School Council to ensure the successful fulfilment of Strategic Plan and Annual Implementation Plan goals and strategies.

**Coaching Responsibilities:**

The Assistant Principal is a role-model for effective pedagogical practice and professional leadership and therefore needs to be actively coaching staff across the school environment. The Assistant Principal will be required to conduct weekly coaching sessions with Learning Area Leaders.

**Strategic Plan / Annual Implementation Plan Responsibilities:**

- The role of Assistant Principal will support the school improvement work specifically in the areas of Excellence in Teaching and Learning.

**Updated June 2026**

**Dave Armstrong, Executive Principal**