Alexandria Park Community School
Roles and Responsibilities Statements
2011-2013

Principal

The framework of accountability, management and educational leadership is based upon a continuum of policy statements and strategic documents. Guided by these, the Principal will assume responsibility for the major professional tasks of:

- School organisation
- Policy Development
- Curriculum development and implementation
- Staff development and supervision
- Student welfare
- Evaluation
- Care and provision for the needs of all students and the consequent management tasks of
- Implementation of Government and Departmental policies.
- Public relations and the community
- Liaison with Parents and Parent bodies.
- Pastoral care of the staff.

These tasks and responsibilities focus on an outcome, which can best be typified as "the development of an efficient, caring, adaptive learning environment where educational outcomes for all students are of the highest possible order"

This statement unreservedly places educational leadership with student achievement and welfare at the centre of the principal's responsibilities and all other activities support this function.

Principal's Responsibilities

- Emphasis learning as our prime responsibility
- Promote a clear understanding of the School's vision and moral purpose
- Expect that the curriculum offered will be of the highest quality
- Ensure students are aware of the standards expected,
- Establish priorities and put guidelines in place to monitor the above
- Protect learning time from disruption
- Establish and maintain a safe, orderly school environment.
- Assure students that there will be frequent checks on their progress and appropriate incentives and awards for excellence and effort.
- Ensure the school is adequately resourced
- Involve staff, parents and community in decision making
- Publicise the achievements of the school in and to the wider community.
- Involve staff in planning and implementation of strategies of the school.
Deputy Principals – Secondary

Supporting and standing in for the Principal as required.
Acting as a link between the Staff and Principal on issues of concern
Models and promotes the School's Vision
Relieve as Principal as required

Routines
- Variation of day-to-day routine.
- Beginning of the year organisation
- Delegating organisational tasks to Head Teachers, Year Advisers
- Staff. Development and Implementation of School policies and procedures. (Shared responsibility with the Principal and Head Teachers)
- Co-coordinating Teacher Professional Learning.
- Initiation of Policy development.
- Review and implementation of policies and procedures in the school.

School Curriculum
- Curriculum planning and design. (Surveys, communication, development of courses etc.)
- Monitoring of KLA operations (Shared with the Principal)
- Communicate curriculum options to parents and students
- Oversee elective patterns and student subject choices
- Implement Departmental Curriculum policies.
- Completing DET returns as required.

Personnel Management
- Professional development of all staff. (Management of TPL Budget)
- Encouragement and support of staff
- Management of SASS Staff.
- Organisation / input at Staff and Executive meetings.
- Staff returns as required
- Teacher efficiency. Shared with the Principal

Student Welfare
- Implementation of the Welfare Policy. Liaison with outside welfare organisations
- Implementation of the Fair Discipline Code in the School, including
  - Student management / discipline
  - Suspension procedures and returns
  - Parental interviews relating to discipline issues.
- Maintenance of safe playground environment. (Including cleanliness)
- Enrolment of students.
- Implementation of uniform policy

School Community Relations
- Communication of information to parents
- Involving community members in school programs.
- Liaison with employers, police, clergy, service organisations.
- Acting as a role model to other staff
**Evaluation**
- Evaluate aspects of the whole school's operation
- Evaluation of School programs.

**Deputy Principal – Primary**

Supporting and standing in for the Principal as required.
Acting as a link between the Staff and Principal on issues of concern
Models and promotes the School's Vision
Relieve as Principal as required

**Routines**
- Responsible for day to day organisation
- Variation of day-to-day routine.
- Beginning of the year organisation
- Delegating organisational tasks to Assistant Principals
- Staff Development and Implementation of School policies and procedures.
- Organisation of K-7 specific timetables and routines
- Initiation of Policy development.
- Review and implementation of policies and procedures in the school

**School Curriculum**
- Curriculum planning and design.
- Monitoring of KLA operations
- Implement Departmental Curriculum policies.
- Completing DET returns as required.
- Classes allocated to suit the needs and expertise of individual staff members

**Personnel Management**
- Encouragement and support of staff
- Co-coordinator of AEAs, TAS staff and in class tutors
- Organisation / input at Staff and Executive meetings.
- Staff returns as required
- Teacher efficiency. Shared with the Principal

**Student Welfare**
- Implementation of the Welfare Policy. Liaison with outside welfare organisations
- Implementation of the Fair Discipline Code in the School, including
  - Student management / discipline
  - Suspension procedures and returns
  - Parental interviews relating to discipline issues.
- Maintenance of safe playground environment. (Including cleanliness)
- Enrolment of students.
- Implementation of uniform policy
- Supervision of Learning Support team

**School Community Relations**
- Communication of information to parents
- Involving community members in School programs.
- Liaison with employers, police, clergy, service organisations.
- Acting as a role model to other staff
- Organisation of special events / occasions with AP’s

**Evaluation**
- Evaluate aspects of the whole school's operation
- Evaluation of K-8 programs

**Assistant Principals – Primary**

**Management**
The AP leads the team and promotes the concept of team responsibility and accountability
- Models and promotes the School’s Vision
- Contribute to the welfare of staff.

**Curriculum.**
- All mandatory curriculum changes to be adopted by the stage.
- Collaborative decision-making to produce high quality programs that will enhance learning.
- A copy of all syllabuses to be kept available to staff at all times.
- KLA responsibilities as negotiated with DPP
- Supervision of discipline issues

**Staff Development**
- Teacher development program available for all staff members
- Implementation of quality teaching strategies that encourage student-centred learning.
- Leadership role in across-the-school staff development activities.
- Lead by example
- Coordinating staff meetings in Primary faculty

**Community Relations**
- Faculty policies and programs communicated to parents.
- Organisation of special events / occasions

**School Organisation**
- Regularly attend Executive and Staff meetings.
- Active member of a school committee
- Communicate executive decisions to faculty members
- Practice Teacher (Intern) Coordination

**Student Welfare**
- Implementation of the Welfare system in a consistent manner.
- Contribution to everyday welfare of students.
- Report welfare issues as appropriate
- Be part of the Learning Support Team
- Support teachers experiencing difficulty (in consultation with DPP) Responding to individual teacher’s needs as they arise
**KLA Head Teachers**

**Management**
The Head Teacher leads the team and promotes the concept of team responsibility and accountability:
- Models and promotes the School's Vision
- Strategic and 1 year management plans devised in consultation with KLA
- Keeping accurate and up to date faculty organisation policies and records
- Contribute to the welfare of staff.
- Best practices in the KLA reviewed annually.

**Curriculum**
- Junior and Senior assessment policies devised to ensure equitable assessment for all.
- Mandatory policies written into existing programs and effectiveness evaluated.
- Classes allocated to suit the needs and expertise of individual staff members.
- Broad range of subjects offered to students.
- All mandatory curriculum changes to be adopted by the faculty.
- Current School Certificate, H.S.C. rules and prescribed texts noted by faculty members.
- Collaborative decision-making to produce high quality programs that will enhance learning.
- A copy of all syllabuses to be kept available to staff at all times.
- File of documents from the Board of Studies.
- File of curriculum support documents from the D.E.T.
- Coordinate Faculty Student reviews and follow-up interviews

**Staff Development**
- Staff development policy formulated by whole faculty.
- Teacher development program available for all staff members
- Action Research methods implemented
- Implementation of quality teaching strategies that encourage student-centred learning.
- Leadership role in across-the-school staff development activities.
- Leadership role in Regional and State S.D. activities.
- Lead by example

**Community Relations**
- Faculty policies and programs communicated to parents.
- Encouraged staff to attend Parent/Teacher evenings.
- Active role taken in maintaining Business Links.

**School Organisation**
- Active member of a School Committee.
- Regularly attend Executive and Staff meetings.
- Communicate executive decisions to KLA members
- Liaise at Head Teacher meetings

**Student Welfare**
- Implementation of the Welfare system in a consistent manner.
- Responsibility for behaviour management issues across a stage
- Contribution to everyday welfare of students.
- Sensitive counseling of students in KLA issues.
• Report welfare issues as appropriate

**Head Teacher Welfare**

**Management**
• Lead the development of the welfare team
• Liaise with the Principal and School Executive in the development and implementation of welfare initiatives and responses
• Communicate with the school community and liaise with DET welfare agencies
• Support the welfare team
• Organise and chair welfare team meetings
• Keep up to date files and relevant correspondence and information
• Monitor and evaluate welfare policies and procedures
• Attend network and region welfare meetings

**Curriculum**
• Implement proactive programs to develop student resilience, confidence and self esteem
• Implement anti bullying and other DET programs as required under DET guidelines

**Staff Development**
• Support the welfare team with
  o Welfare issues and responses
  o TPL support
  o Advice and guidance on welfare related matters
• Inform staff of relevant needs of students with welfare related issues

**Community Relations**
• Organise and attend relevant meeting with parents
• Promote welfare related programs and the benefits for students in need

**School Organisation**
• Keep accurate records of students with health and welfare relate issues
• Keep records of interviews
• Be aware of positive awards being issued
• Attend learning support and team meetings

**Student Welfare**
• Support transition programs for students from year to year
• Co-ordinate attendance initiatives
• Identify students with welfare related needs
• Coordinate with counsellor and welfare team
• Encourage student participation in a variety of programs
• Provide a role model for students
• Support new welfare staff
• Make recommendations for further action if needed

**Classroom Teachers**
Main areas of responsibility

**Classroom Teaching**
Classroom teachers should provide and facilitate high quality learning through:
• The provision of appropriate / varied learning / teaching strategies.
• Subject expertise
• Application of school and KLA policy
• Classroom management
• Organisational skills
• Respecting the individual
• Leading by example

**KLA Responsibilities**
The role of the teacher in the KLA is to:
• Assist in the development, implementation and evaluation of relevant programs.
• Maintain KLA records relevant to your students.
• Manage resources effectively.
• Provide mutual support
• Participate in KLA activities.
• Implement KLA and School policies
• Take responsibility for individual professional learning.

**Whole School and Community**
The role of the teacher in the whole school and community is to:
• Assist in the implementation and evaluation of school policies
• Contribute to school based activities
• Promote the school image
• Communicate with the school community
• Promote inter KLA communication.
• Contribute to the general welfare of students and schools.
• Assist with Roll marking
• Participate in Parent teacher evenings

**Student Welfare**
Report matters of concern as required through DET policy, to Principal, Deputy Principal, head teacher, Year Advisor or Counsellor as appropriate

**Year Advisors**

**The Role of The Year Advisor**
• Provide visible attendance at assemblies
• First point of non-threatening contact for students experiencing difficulties, and for parents of these students
• Orient new students to school systems and processes and provide appropriate support
• Refer students to HT Welfare and School Counsellor
• Communicate via various means with parents, including organising and attend meetings, providing written reports and engaging in phone conversations
• Seek opportunities to develop trusting and caring relationships with students
• Monitor Student attendance in year/stage group

**Curriculum**
• Liaise between support staff, teachers and HT Welfare to create awareness of student special
needs (including GATS)

- Attend welfare team meetings
- Attend Learning support Meetings
- Comment on, and proof read student reports
- Attend Parent Teacher Nights
- Be proactive in implementing improved policies
- Assist in organisation of awards, reward days and year excursions
- Organise work for absent students

**Welfare**

- Support transition of students from year to year
- Encourage student participation in a wide range of activities
- Act as a positive role model
- Liaise with parents, community workers, HT Welfare and other executive
- Be aware of health issues of students in the year
- Support new welfare team members
- Develop peer relationships and skills amongst students
- Interview students as needed
- Liaise with parents over student concerns as needed

**Administration**

- Keep files and student records as required
- Maintain a calendar of events
- Organise relevant Presentation and Award ceremonies
- Keep up to date student and subject lists
- Be aware of BOS requirements for SC and HSC
- Coordinate student references at relevant times
- Keep records of student interactions, interviews, disputes and resolutions
- Collate and record student awards and commendations to distribute to students at assemblies

**Role of the SRC Advisor**

- Co-ordinate the SRC activities in the school. The advisor has a role at meetings to support, encourage and facilitate school and district representatives.
- Organise and co-ordinate whole school formal assemblies with SRC members once a term.
- Due to the young average age of the SRC at APCS, the SRC Advisor needs to accompany or transport SRC members to inter-school meetings.
- Initiate and organise the SRC Breakfast held every NAIDOC day, where SRC from others schools are invited.
- To help write and monitor the implementation of the APCS SRC Constitution.
- To hold an annual half-day school conference, introducing new members to the SRC and holding topical workshops.