## Principal Class Roles – 2012

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Silvana Sena</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Peter James</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Corey Jewell</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Julie Cain</td>
</tr>
</tbody>
</table>

### School Council
- Executive Officer
- Finance
- Annual Report
- Strategic Plan

### Staffing
- Teaching
- Education Support Staff
- Secondary Teacher Assistants
- Workforce Planning
- Responsible for Recruitment
- Consultation Committee

### Accountability

#### Junior School, Student Wellbeing; Yrs 7 & 8
- Welfare
- Discipline
- Student Attendance
- Reports
- Case Management
- Parent Communication
- Student Enrolments
- Oversee ‘special’ programs related to year levels – ABCN, Scholarships etc.

#### Middle School, Student Wellbeing; Yrs 9 & 10
- Welfare
- Discipline
- Attendance
- Reports
- Case Management
- Parent Communication
- Support the administration of NSSCF Prog.
- Student Enrolments
- Oversee ‘special’ programs related to year levels – ABCN, Scholarships etc.

#### Senior School, Student Wellbeing; Yrs 11 & 12
- Welfare
- Discipline
- Attendance
- Reports
- Case Management
- Parent Communication
- Support the administration of NSSCF Prog.
- Student Enrolments
- Oversee ‘special’ programs related to year levels – ABCN, Scholarships etc.
<table>
<thead>
<tr>
<th>Whole School Review</th>
<th>School Operations</th>
<th>Student Management</th>
<th>Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implementation Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Council</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finance
- Program Budgets
- Student Resource Package
- Workforce Planning
- DEECD & NMR Funding initiatives

Programs
- AIZ (Achievement Improvement Zone – NMR Initiative)
- Powerful Learning
- National Schools Partnership
- DEECD Initiatives

School Operations
- Excursions / Incursions
- Oversee whole school calendar
- Oversee, with the Strategic Operations Leader, the organisation of Yr 9 – 11 Exams
- School Photos / School Diaries
- Student Immunisation Programs
- Administration of DEECD School and Student Data
- Transition and Orientation from Primary to Secondary School
- Support the administration of NSSCF program
- Organisation of Teacher/Parent Conferences
- Work with relevant AP and MY Curriculum Leader in organising end of year programs

Facilities
- School Refurbishment
- Master Plan Building
- Minor/Major Works
- Facilities / Building Maintenance
- OH&S

Potential member of Consultation Committee

Student Management
- Oversee Transition between Year Levels
- Student Management Policies & Processes, including the Code of Behaviour, SPR, Promotions, Enrolment, Student Engagement & Wellbeing
- Leader of Student Management Team
- Orientation Programs – Yr 10
- Oversee special student programs (liaise with Welfare Team)
- Student Leadership Programs, Oversee House System
- Work with relevant AP and MY Curriculum Leader in organising end of year programs
- Coordination of SRC

Potential member of Consultation Committee

Curriculum
- Curriculum Programs/Review/Development
- Assessment and Reporting
- Middle Years Curriculum Programs
- Later Years Curriculum Programs
- VCE / VCAL / VET Programs
- MIPs
- Orientation Programs – Yrs 11 – 12
- Oversee Parent Information Evenings – preparation for 2013

Professional Learning
- Whole School Professional Learning
- Professional Development & Review
- VIT Program / Accountability / Induction
- New Staff Induction
- Liaise with Staff Wellbeing Leader

Potential member of Consultation Committee