



Lalor Secondary College

Leadership Structure and Teams

2016

EXECUTIVE TEAM

LEADER: *Corey Jewell*, Acting College Principal

MEMBERS: Principal (Corey Jewell)
Assistant Principals: (Peter James, Laura Forster)
Business Manager (Debbie Boyce)

= 4 MEMBERS

RESPONSIBILITY AND ROLE:

- Whole school improvement
 - Facilitate the development and implementation of the Annual Implementation Plan
 - Consider recommendations from the College Student Management Team
 - Consider recommendations from the College Curriculum Team
 - Ensures the implementation at the school level of School Council governance policies
 - Consults with Curriculum Leaders, Strategic Operations Leader when and where relevant to ensure programs are sustainable
 - Manage staffing and allotments – confirm school timetable
 - Maintain a culture of ongoing professional development
 - Ensure Professional Learning as appropriate to the School Strategic Plan and the Annual Implementation Plan
 - Workplace conditions
 - OH&S and Facilities
 - Ensuring DET Accountability and Improvement at the school level
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SCHOOL IMPROVEMENT TEAM

LEADER: *Corey Jewell*, Acting College Principal

MEMBERS: Principal (Corey Jewell)
Assistant Principals (Peter James, Laura Forster)
Leading Teachers – Curriculum Leader (Kaylene Kubeil), Pedagogy Leader (Lee Burns),
Strategic Operations Leader (Theo Christou), Sub School Leaders (Michael Watson, Jovanka Jovcevski, Adam Cairns), Student Services Leader (Timothy Cottrell), Education Support Staff Representative (Mary Snowball)

= 12 MEMBERS

RESPONSIBILITY AND ROLE:

- Lead whole school improvement
 - Contribute to the development and leads the implementation of the School Strategic Plan and Annual Implementation Plan
 - Reviews the ongoing progress of the AIP targets and associated initiatives
 - Responsible for developing and implementing major programs in the school e.g. – Student Level Events & Programs
 - Provide input to school policy and processes reviews
 - Considers recommendations from the College Student Management Team
 - Provide feedback on curriculum changes to the College Curriculum Team where relevant
 - Responsible for staff Performance Reviews
 - Support the development of the capacity of teaching staff to enforce school policies and practices
 - Implementation at the school level of School Council governance policies – excursions, camps, attendance, welfare, discipline
 - Addressing other expectations as may be directed by the Principal Class and/or DET
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COLLEGE LEARNING AND TEACHING TEAM

LEADERS: *Laura Forster*, Assistant Principal, Teaching and Learning

MEMBERS: *Leading Teachers:* Curriculum Leader (Kaylene Kubeil), Pedagogy Leader (Lee Burns)

COLLEGE TEACHING & LEARNING TEAM (CONTINUED)

Positions of Responsibility: HPLP Leader (Sara Tacey), ICT Innovations Leader (Lee Burns) Data / Reporting & Assessment Coordinator (Mary Snowball)

Student Programs Leader (Timothy Cottrell)

Teacher Representative (not KLA Leader)

Key Learning Area Leader Representative

Student Representative

Assistant Principals (as needed)

= 10 MEMBERS

RESPONSIBILITY AND ROLE:

- Oversee the implementation of Student Learning Outcomes strategies within the AIP
 - Monitor the progress of implementation of AIP strategies throughout the year
 - Make recommendations to the Principal Team in the development of the Annual Implementation Plan with particular focus on Student Learning
 - Ongoing review and development of Teaching and Learning, including whole school curriculum structure and pedagogical practices
 - Review relevance and application of NMR and DET Teaching and Learning initiatives and mandates for introduction to Lalor Secondary College
 - Use data to develop and drive agreed teaching and learning changes across the school
 - Facilitate feedback and input from the KLA Leaders' Curriculum Team and the Pedagogy/Powerful Learning Team in response to teaching and learning proposals as relevant
 - Ongoing review and development of Reporting and Assessment
 - Facilitate support for staff re teaching and learning initiatives introduced to the school as directed by NMR and DEECD (e.g. AusVELS, Reporting, etc.)
 - Provide team agreed proposals to the Principal Team for final decision
 - Ensure all major changes to teaching and learning at Lalor SC are proposed and approved by the Principal Team by the end of Term Two
 - Address expectations as may be directed by the Principal Class and/or DET
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COLLEGE STUDENT MANAGEMENT TEAM

LEADER: *Corey Jewell*, Assistant Principal, Student Management and School Policies

MEMBERS: *Assistant Principals* (Peter James, Laura Forster)

Sub School Leaders (Michael Watson, Jovanka Jovceviski, Adam Cairns)

Student Programs Leader (Timothy Cottrell)

Student Managers (Samantha Laird, Luke Carey, Chris Danher, Joshua Simpson, Sam Magnano, Nicole Salerno, Tony Wilkinson, Peter Leos, Rachel Timos, Krystal Bussell, Bishoy Aziz)

Student Wellbeing Leader (Laz Zaekis)

Careers / MIPs Leader (Alana Chantry)

Student Counsellor (Amanda Dipasquantonio)

Data /Reporting & Assessment Coordinator (Mary Snowball) (as required) **= 21 MEMBERS**

RESPONSIBILITY AND ROLE:

- Oversee the implementation of Student Engagement and Wellbeing strategies within the Annual Implementation Plan
- Focus on student welfare, engagement and discipline status at the whole school level and develop suitable programs
- Ongoing review and development of whole school student management structures
- Ongoing review and development of whole school student welfare and engagement programs

- Review relevance and application of NMR and DET student engagement and welfare initiatives and mandates for introduction to Lalor Secondary College
- Manage the transition of students from Years 8 to 12

COLLEGE STUDENT MANAGEMENT TEAM (CONTINUED)

RESPONSIBILITY AND ROLE:

- Use data to develop and drive agreed student program and process change across the school
- Facilitates feedback and input from staff in response to student management proposals as relevant
- Ongoing review, development and implementation of the Student Code of Behaviour
- Facilitate support for staff re student program initiatives introduced to the school as directed by NMR and DET
- Provide team agreed proposals for student engagement and well-being improvement to the Principal Team for final decision in a timely manner for implementation
- Address expectations as may be directed by the Principal Class and/or DET

STUDENT WELLBEING AND PROGRAMS TEAMS

CO-LEADERS: *Laz Zaekis*; Student Well Being Leader, *Timothy Cottrell*; Student Programs Leader

MEMBERS: Student Counsellor (Amanda Dipasquantonio)
 Relevant Sub School Leaders
 Relevant Student Managers
 Relevant Assistant Principal (as required)
 Careers/MIPS Leader (Alana Chantry) (as required) **= 4 MEMBERS**

RESPONSIBILITY AND ROLE:

- Implementation of the relevant AIP Student Wellbeing and Engagement and Transition and Pathways strategies
- Ensure students at risk (engagement and welfare) and in the Integration Program are monitored, with agreed support provided
- Ensure assessments of students are facilitated where necessary and timely
- Regular, allocated meetings with relevant Student Managers and Sub School Leaders to ensure case management of students is agreed, and students at risk are consistently supported
- Develop and provide programs to enhance engagement complementing programs that promote wellbeing of our students across all year levels
- Provide relevant staff information on students to ensure consistent support of said students

SUB SCHOOL TEAMS

LEADER: Sub School Leader

MEMBERS: Student Managers
 Relevant Assistant Principal (as required)
 Careers/MIPS Leader (Alana Chantry) (as required)
 Student Counsellor (Amanda Dipasquantonio) (as required)
 Relevant Home Group Teachers (as required)
 Student Well Being Leader (Laz Zaekis) (as required)

RESPONSIBILITY AND ROLE:

- Implementation of the relevant AIP strategies related to Student Outcomes, Student Wellbeing and Engagement and Transition and Pathways strategies

- Develop and implement strategies for improvement of outcomes and management across the two year levels

SUB SCHOOL TEAMS (CONTINUED)

RESPONSIBILITY AND ROLE:

- Ensure agreed actions and strategies for the sub school are implemented consistently
- Ensure assessments of students are facilitated where necessary and timely
- Regular, allocated meetings to ensure proactive and anticipated events on the school calendar are appropriately coordinated, managed and delivered
- Develop and provide programs to enhance engagement at the relevant year levels
- Use data relevant to the sub school to develop programs and strategies to address areas for improvement

CURRICULUM TEAM

LEADER: *Kaylene Kubeil*, Curriculum Leader, Years 7 - 10

MEMBERS: Library Resource Manager (Susanne Graetsch)
 VCAL COORDINATOR (Chris Sakellaris)
 Key Learning Area Leaders; English, Science, Maths, Humanities, Design &
 Technology, Art, LOTE, EAL, Health & PE **= 12 MEMBERS**

RESPONSIBILITY AND ROLE:

- Oversee the implementation of the AIP Student Learning Outcomes strategies for Years 7 – 10
- Make recommendations to the College Learning & Teaching and Pedagogy Team in the development of the Annual Implementation Plan with focus on Student Learning and Outcomes
- Ongoing review and development of curriculum content, structure and offerings at Years 7 – 10
- Review and development of the Years 7 – 10 Course Handbooks in preparation for subsequent year
- Ensure consistent practice and common understanding of expectations of KLA's with regards curriculum development, course outlines and syllabi, assessment, etc.
- Facilitate and consider feedback and input from KLA Teams
- Address expectations as may be directed by the Principal Class and/or DET

PEDAGOGY TEAM

LEADER: *Lee Burns*, Pedagogy Leader

MEMBERS: Assistant Principal Learning & Teaching (Laura Forster)
 Four nominated/ interested staff members
 Literacy Support Program Leader (Kate Norman)
 High Potential Learning Program Leader (Sara Tacey) **= 8 MEMBERS**

RESPONSIBILITY AND ROLE:

- Oversee the implementation of the Whole School and the Classroom Theories of Action related to the NMR Powerful Learning Improvement strategy
- Oversee the implementation of the AIP Student Learning Outcomes ensuring quality pedagogical practice is developed and delivered by classroom teachers
- Develop professional learning programs and strategies that complement the work and programs initiated by the Curriculum Team

- Deliver relevant and timely professional learning at a whole school level to support the adoption of best pedagogical practice
- Develop and implement teacher practice that promotes feedback on classroom practice to support the annual PDP Review process
- Investigate and develop supportive pedagogical practices that support the school's classroom protocols
- Provide opportunities for staff to share best pedagogical practices at a whole school level
- Addressing other expectations as may be directed by the Principal Class and/or DET

KEY LEARNING AREA TEAM:

All teaching staff are accountable to two Key Learning Area Teams and responsibilities, dependent on teaching load/allotment. It is the expectation that each teaching staff member attend the relevant meetings for their respective KLA allocation. All teaching staff member are expected to fulfil the expectations of the KLA with regards course review and development, assessment review and development and actively contribute to the development of course material for designated year levels.

KEY LEARNING AREA TEAMS

RESPECTIVE KEY LEARNING AREA LEADERS;

English – Sara Tacey, Humanities – Sam Kotsopoulos, Maths – Andros Constantinou,
Art – Chris Koronowicz, Technology – Lucas Garth, LOTE – Eva Tatray, H& PE – Victoria Leckie

MEMBERS: Teaching staff allocated allotments under the respective KLA.

RESPONSIBILITY AND ROLE:

- Ensuring the KLA Team meet the Responsibilities and Expectations for 2016
- Implementation of the AIP Student Learning Outcomes strategies for Years 7 – 12
- Ongoing course review and development
- Ongoing assessment review and agreed development
- Agreed and consistent delivery of courses and assessment across year levels
- Ensuring all courses allow for the achievement of the relevant VELs and AUSVELs levels
- Ensuring all courses allow for the extension of students beyond the relevant (VELs) level
- Provide relevant and equitable access to professional learning across the team
- Team review of KLA information in Course Handbooks, including investigating the introduction of specialist subjects
- Moderation of student work and course expectations, (mandated at Units 1 – 4)

KEY LEARNING AREA TEAMS (CONTINUED)

RESPONSIBILITY AND ROLE:

- Provide agreed input and feedback as requested by the KLA Leaders Curriculum Team the Pedagogy / Powerful Learning Team and / or the Principal Team
- Provide support to new staff within the KLA
- Addressing other expectations as may be directed by the Principal Class and/or DET
- Ensuring all courses allow for the achievement of the relevant VELs level (Year 10)
- Ensuring all VCE courses are compliant with current accredited study designs

CONSULTATION COMMITTEE

CHAIRPERSON: *Corey Jewell*; Acting College Principal

MEMBERS: Acting Principal (Corey Jewell)
Assistant Principals (Peter James, Laura Forster)

Teaching Staff Representatives (Peter Leos, Samantha Laird, Jovanka Jovcevski, Chris Danher)
AEU Branch Representatives (Amanda Lister, Emma Domm, Chris Koronowicz)
Education Support Staff Representatives (Jackie Cujic, Amanda Dipasquantonio)
= 12 MEMBERS

RESPONSIBILITY AND ROLE:

- Ensuring implementation of the Lalor Secondary College AEU Branch Agreement as per the Victorian Government Schools' Agreement
- Ensuring equitable access to professional learning for staff
- Ensuring workload for staff is equitable and meets the agreement
- Makes recommendations to the Principal in matters regarding leave applications and excursions

Hears concerns from staff re working conditions, for resolution

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EDUCATION SUPPORT STAFF TEAM

CHAIRPERSON: *Debbie Boyce*; Business Manager

MEMBERS: All Education Support Staff

RESPONSIBILITY AND ROLE:

- Forum for Education Support staff conditions are considered
 - Ensure equitable and fair allocation of recall days
 - Ensure concerns are fairly and equitably managed
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OCCUPATIONAL HEALTH & SAFETY TEAM

LEADER: *Emma Domm*; (Teaching Staff Representative)

MEMBERS: Acting Principal (Corey Jewell)
Assistant Principal (Peter James)
Grounds Maintenance (Andrew Canals, Denis Ryan)
Education Support Staff Representative (Debbie Boyce)

RESPONSIBILITY AND ROLE:

Ensure school and staff compliance of OH&S rules and guidelines as directed by DET and Worksafe
Ensure any possible contraventions to OH&S and Worksafe are addressed in an efficient and effective manner
Hears concerns from staff re safety and OH&S work issues
Works with the region and DET to ensure school and staff are compliant