**Principal Class Roles, 2017**

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| **Principal – Corey Jewell** | **Assistant Principal – Peter James** | **Assistant Principal – Laura Forster** | **Assistant Principal – Julie Ryan** |
| **School Council*** Executive Officer
* Finance
* Annual Report
* Strategic Plan

**Staffing*** Teaching Staff
* Education Support Staff
* Secondary Teacher Assistants
* Workforce Planning
* Recruitment
* Consultation Committee

**Accountability*** Whole School Review
* Strategic Plan
* Implementation Plan
* Annual Report
* School Council
* Regional / DET
* Develop and review school policies as per DET requirements and school expectations.

**Finance*** Program Budgets
* Student Resource Package (SRP)
* Workforce Planning
* DET & Region Funding Initiatives

**Programs*** Powerful Learning
* National Schools Partnership
* DET Initiatives

**Facilities*** Oversee / Liaise with Grounds Manager
* School Refurbishment
* Master Plan
* Facilities and Building Maintenance
* Minor & Major Works
* OH&S
 | **School Council*** Non-voting member (unless elected DET rep)
* Lead/Member of Council Subcommittee

**Junior Sub School, Student Wellbeing & Management, Years 7 & 8*** Welfare
* Discipline
* Student Attendance
* Reports
* Case Management
* Parent Communication
* Student Enrolments
* Oversee MIPs at the junior school level
* Oversee special programs related to year levels – ABCN, scholarships etc.
 | **School Council*** Non-voting member (unless elected DET rep)
* Lead/Member of Council Subcommittee

**Middle Sub School, Student Wellbeing & Management, Years 9 & 10*** Welfare
* Discipline
* Student Attendance
* Reports
* Case Management
* Parent Communication
* Student Enrolments
* Oversee MIPs at the middle years level
* Oversee special programs related to year levels – ABCN, scholarships etc.
 | **School Council*** Non-voting member (unless elected DET rep)
* Lead/Member of Council Subcommittee

**Senior Sub School, Student Wellbeing & Management, Years 11 & 12*** Welfare
* Discipline
* Student Attendance
* Reports
* Case Management
* Parent Communication
* Student Enrolments
* Oversee MIPs at the senior school level
* Oversee special programs related to year levels – ABCN, scholarships etc.
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| **School Operations** * Excursions / Incursions
* School Photos / Diaries
* Student Immunisation Program
* Administration of DET School and Student Data
* Transition and Orientation from Years 6 to 7
* Organisation of Parent Teacher Conferences
* Work with SOL and Student Program Leader re end of year programs

**Student Wellbeing*** Oversee student programs (liaise with Wellbeing Team and Student Program Leader)
* Oversee Wellbeing Team

**Community Engagement, Publicity and Grants*** Initiate school based community events.
* Engage the parent community through a variety of forums.
* Manage and liaise publicity opportunities.
* Source and apply for appropriate Grants.
 | **Learning & Teaching*** Curriculum Programs/Review/Development
* Leader of the Teaching and Learning Team
* School Pedagogy Overview
* Assessment & Reporting
* VCE/VET/VCAL Programs
* Orientation Program Year 10
* Explore Program Year 9
* Oversee Parent Information Evenings, Years 9 & 10

**Professional Learning*** Whole School Professional Learning
* Professional Development and Review
* VIT Program / Accountability / Induction
* New staff induction
* Liaise with Staff Well-being Leader
* Oversee Master of Teaching Program
* Facilitate pre-service teacher practicum

Member of Consultation Committee | **Student Management*** Oversee transition between Year Levels.
* Student Management Policies and Processes, including Code of Behaviour, Silent Planning Room, Promotions, Student Engagement and Wellbeing.
* Oversee Parent Information Evenings – Years11 & 12.
* Leader of the Student Management Team
* Orientation Programs Yrs 11 – 12

**Student Leadership** * Coordination of SRC
* Student Leadership, oversee House Program
* Develop new student leadership opportunities from Years 7 to 12.

**Digital Learning Integration** * Initiate, develop and implement digital learning practices for the delivery of 21st century learning.
* Liaise with the IT Managers.
* Develop ICT Progression and Support plan that encompasses the ICT network and infrastructure.

Member of Consultation Committee |