



**Killara**  
HIGH SCHOOL

# **Statement of Duties and Areas of Responsibility**

**2019**

## **Statement of Duties and Areas of Responsibility 2019**

### **PRINCIPAL – JANE DENNETT**

*Leading and Managing the School* (Department of Education and Training, June 2000) defines the basic accountabilities of principals. These are reproduced below.

#### **EDUCATIONAL LEADERSHIP**

The principal is accountable for:

The education and wellbeing of all students

Providing quality education for all students in accordance with the policies and priorities of the NSW Government and the curriculum requirements of the Board of Studies, Teaching and Educational Standards – now the NSW Education Standards Authority (NESA).

Effective teaching and learning practices throughout the school

Developing the school's vision, priorities and targets which are reflected in the annual school plan

Translating the school's vision, priorities and targets into explicit policies and practices

Developing a culture which demonstrates that learning is valued

Developing a culture of collaboration, in which all members of the school community contribute to the achievement of shared goals.

#### **EDUCATIONAL PROGRAMS**

The principal is accountable for:

The relevance of the total school curriculum to meet individual and group needs

The implementation of syllabus documents consistent with current NESA and Department of Education requirements in the context of the local school environment

The development and implementation by all teaching staff of sequenced teaching and learning programs relevant to the current needs of all students and including anticipated learning outcomes

The implementation of varied teaching and learning strategies which take into account the learning styles and needs of students

Evaluation of teaching and learning programs including the assessment of student outcomes.

#### **LEARNING OUTCOMES**

The principal is accountable for:

Teachers identifying the individual learning needs of students and assisting each student to maximise her learning outcomes

Evaluating student learning outcomes consistent with a documented school assessment policy

Reporting student achievement to parents, students, teachers, and the school community

Analysing school-based and system-wide student assessment data which impacts upon school priorities, targets and teaching and learning programs to improve student outcomes

Targeting available financial, physical, human and technological resources to achieve quality learning outcomes.

## **STUDENT WELLBEING**

The principal is accountable for:

A comprehensive student wellbeing and discipline policy which is regularly reviewed and which includes the principles of natural justice and procedural fairness

Policies, programs and practices which are regularly reviewed and which promote the protection, safety, self-esteem and wellbeing of students

Addressing the wellbeing needs of each student in a safe, responsive and harmonious teaching and learning environment

Providing staff training that will promote the consistent implementation of student wellbeing and discipline procedures – in particular child protection

Practices that ensure all students are treated in accord with their special needs.

## **STAFF WELLBEING, DEVELOPMENT AND MANAGEMENT**

The principal is accountable for:

Promoting a collegial and cooperative culture to support team effectiveness and to encourage individual development

Effective communication and decision-making processes within the school

Informing staff of their responsibilities under Departmental procedures and guidelines including the Code of Conduct

Clarifying the duties of school staff and ensuring staff appropriately exercise their delegated responsibilities

Facilitating the professional growth of staff through the promotion of teacher efficiency in student wellbeing and assessment, curriculum development and evaluation, planning, classroom management and teaching skills

Implementing specific programs for the development of staff who experience difficulties in the performance of their duties

The maintenance by all staff of documentation required in the completion of their duties

Supervising and evaluating the implementation of teaching and learning programs and associated teaching strategies

Inducting staff in the requirements of policies and mandatory training procedures.

## **PHYSICAL AND FINANCIAL RESOURCE MANAGEMENT**

The Principal is accountable for:

An annual budget and annual school financial statement

Plans to maximise the operation of the school within available physical and financial resources

Appropriate application of existing resources to identified areas of need including school buildings and grounds

Financial management practices which meet Departmental and legislative requirements

Identifying occupational health and safety issues

Maintaining appropriate records in accordance with Audit requirements.

## **SCHOOL AND COMMUNITY PARTNERSHIPS**

The principal is accountable for:

Providing opportunities for and promoting school community participation in developing the school's vision statement, priorities, targets and school policies

Maintaining open communication throughout the school community and with other government agencies

Acknowledging the views and expectations of, and working with parents for the personal, social and educational wellbeing of their children

Supporting the operation of school-based parent organisations which may involve community members

Providing opportunities for and promoting participation of the school community in the annual school self-evaluation process and production of an annual school report

Forming effective partnerships with the school community, business and industry where appropriate

Promoting public education and training.

## Deputy Principals

The statement of duties and areas of responsibility for the Deputy Principals at Killara High School are based on the document, *Leading and Managing the School* and the recently revised statement on the role of the Deputy Principal (DET October 2000) and reproduced in the *Support document for first-time executives*.

| <b>Robin Chand</b><br><b>Assessment &amp; Reporting, Properties</b><br><b>Years 9 and 10</b>   | <b>Carla Marchesin</b><br><b>Wellbeing and Administration</b><br><b>Years 8 and 9</b>   | <b>Alison Gambino</b><br><b>Professional Learning and Curriculum</b><br><b>Years 7 and 12</b>   |
|--|---|---|
| <b>Educational Leadership</b>  |   |   |
| <p>The following duties are shared by all Deputy Principals:</p> <ul style="list-style-type: none"> <li>• Providing leadership in improving teaching techniques for all staff</li> <li>• Providing a visible presence in the school to assist in achieving high standards of behaviour</li> <li>• Providing assistance and advice on matters relating to the total school curriculum</li> <li>• Monitoring effective teaching and learning practices throughout the school</li> <li>• Liaising with the Director Public Schools NSW and Regional Office</li> <li>• Supporting the Principal in administering the Performance Development Framework (PDF)</li> <li>• Supporting the Principal in administering the procedures related to suggestions, complaints and allegations</li> </ul> |   |   |
| <b>Educational Programs</b>  |   |   |
| Faculties / areas of responsibility: <ul style="list-style-type: none"> <li>• Science</li> <li>• LOTE</li> <li>• Technological &amp; Applied Studies (TAS)</li> <li>• Computing Studies</li> <li>• HT Admin</li> <li>• Technology Manager</li> <li>• General Assistant</li> <li>• Library</li> </ul>   | Faculties / areas of responsibility: <ul style="list-style-type: none"> <li>• English</li> <li>• PDHPE</li> <li>• Stage Head Teachers</li> <li>• Head Teacher Wellbeing</li> <li>• Counsellors</li> <li>• SASS (including SLSOs)</li> <li>• HT Personalised Learning</li> </ul> | Faculties / areas of responsibility: <ul style="list-style-type: none"> <li>• HSIE Green</li> <li>• HSIE Blue</li> <li>• Mathematics</li> <li>• Creative and Performing Arts</li> <li>• HT Secondary Studies</li> </ul> |

| <b>Technology</b>  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Modelling the use of technology in school administration and in classroom applications</li> </ul>   |  |  |
| <b>Learning Outcomes</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Monitoring faculty outcomes in conjunction with HTs (as above)</li> <li>• Monitoring HSC and RoSA results with HTs – at PDF meetings</li> <li>• Coordination and management of N Award warnings in collaboration with Stage Head Teachers</li> <li>• Convenor Assessment &amp; Reporting Team</li> <li>• Convenor Technology Committee</li> <li>• Convenor Assessment Appeals Committee</li> <li>• Oversight of BYOD program</li> </ul>   | <ul style="list-style-type: none"> <li>• Monitoring faculty outcomes in conjunction with HTs (as above)</li> <li>• Monitoring HSC and RoSA results with HTs – at PDF meetings</li> <li>• Convenor of the Literacy Team</li> <li>• Convenor of the Best Start Year 7 Team</li> <li>• Supervision of Learning Support Team</li> <li>• Supervision of NCCD</li> <li>• Convenor of the TTFM Survey Team</li> </ul>   | <ul style="list-style-type: none"> <li>• Monitoring faculty outcomes in conjunction with HTs (as above)</li> <li>• Monitoring HSC and RoSA results with HTs – at PDF meetings</li> <li>• Oversight of Timetable Team</li> <li>• Convenor of Curriculum committee</li> <li>• Convenor Professional Learning Committee</li> <li>• Hub Schools Partnership coordination</li> <li>• PAE coordination and management</li> <li>• Curriculum enrichment coordination and booklet preparation</li> </ul>   |
| <b>Student Wellbeing</b>   |  |  |
| <ul style="list-style-type: none"> <li>• Develop and contribute to a strong mutually supportive and respectful school culture by consciously fostering positive interactions with students, staff and parents at every opportunity.</li> <li>• Support for student wellbeing and discipline programs related to Stage / Years</li> <li>• Member of student wellbeing team</li> <li>• Supporting the Principal in the management of student suspension and expulsion procedures</li> <li>• Playground Duty Supervision</li> <li>• Supporting teaching staff in the implementation of the school wellbeing and discipline policy and procedures</li> <li>• Supporting Head Teachers in the disciplining of students who have not responded to</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and contribute to a strong mutually supportive and respectful school culture by consciously fostering positive interactions with students, staff and parents at every opportunity.</li> <li>• Support for student wellbeing and discipline programs related to Stage / Years</li> <li>• Member of student wellbeing team</li> <li>• Supporting the Principal in the management of student suspension and expulsion procedures</li> <li>• Playground Duty Supervision</li> <li>• Supporting teaching staff in the implementation of the school wellbeing and discipline policy and procedures</li> <li>• Supporting Head Teachers in the disciplining of students who have not responded to</li> </ul> | <ul style="list-style-type: none"> <li>• Develop and contribute to a strong mutually supportive and respectful school culture by consciously fostering positive interactions with students, staff and parents at every opportunity.</li> <li>• Support for student wellbeing and discipline programs related to Stage / Years</li> <li>• Member of student wellbeing team</li> <li>• Supporting the Principal in the management of student suspension and expulsion procedures</li> <li>• Playground Duty Supervision</li> <li>• Supporting teaching staff in the implementation of the school wellbeing and discipline policy and procedures</li> <li>• Supporting Head Teachers in the disciplining of students who have not responded to</li> </ul> |

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|--|---|---|
| <p>faculty or HTs Stage initiatives and procedures</p> <ul style="list-style-type: none"> <li>• Oversight of student behaviour management for relevant Year cohorts and support for Principal in management of suspensions</li> <li>• Supervising students returning from suspension (including Level 4 students)</li> <li>• Liaising with the HTs Stage, Head Teacher Wellbeing, year advisers and school counsellors in the management of student wellbeing programs and individual students</li> <li>• Contributing to whole school wellbeing programs</li> <li>• Supporting HTs Stage in management of student attendance for relevant Year cohorts</li> <li>• Early leave approvals</li> <li>• Organise fortnightly Year Team meeting</li> <li>• Student Leadership</li> <li>• Management of student clubs</li> <li>• Bus Duty, including assisting staff, and bus company liaison</li> </ul> | <p>faculty or HTs Stage initiatives and procedures</p> <ul style="list-style-type: none"> <li>• Oversight of student behaviour management for relevant Year cohorts and support for Principal in management of suspensions</li> <li>• Supervising students returning from suspension (including Level 4 students)</li> <li>• Liaising with the HTs Stage, Head Teacher Wellbeing, year advisers and school counsellors in the management of student wellbeing programs and individual students</li> <li>• Contributing to whole school wellbeing programs</li> <li>• Supporting HTs Stage in management of student attendance for relevant Year cohorts</li> <li>• Early leave approvals</li> <li>• Organise fortnightly Year Team meeting</li> <li>• Supporting HTs Stage and Head Teacher Wellbeing in the organisation of ceremonies</li> <li>• Oversight of roll organisation and home group rosters in conjunction with SAM/Stage HTs/HT Wellbeing</li> <li>• Oversight of Enrolments in conjunction with HT Enrolments, Stage HTs and Year Advisers</li> <li>• Maintenance of suspension register and submission each Semester</li> </ul> | <p>faculty or HTs Stage initiatives and procedures</p> <ul style="list-style-type: none"> <li>• Oversight of student behaviour management for relevant Year cohorts and support for Principal in management of suspensions</li> <li>• Supervising students returning from suspension (including Level 4 students)</li> <li>• Liaising with the HTs Stage, Head Teacher Wellbeing, year advisers and school counsellors in the management of student wellbeing programs and individual students</li> <li>• Contributing to whole school wellbeing programs</li> <li>• Supporting HTs Stage in management of student attendance for relevant Year cohorts</li> <li>• Early leave approvals</li> <li>• Organise fortnightly Year Team meeting</li> </ul> |
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**Staff Wellbeing, Development and Management**

- Faculties and HTs as per above
- Provision of EAPS information
- Support and oversight of teacher accreditation in relevant faculties
- Work collegially with supervisors and mentors managing newly appointed and early career teachers in relevant faculties
- Conducting merit selection processes for classroom teachers in relevant faculties

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- Provision of EAPS information
- Support and oversight of teacher accreditation in relevant faculties
- Work collegially with supervisors and mentors managing newly appointed and early career teachers in relevant faculties
- Conducting merit selection processes for classroom teachers in relevant faculties
- Preparation and coordination of Executive Meeting agendas and minutes

- Faculties and HTs as per above
- Provision of EAPS information
- Support and oversight of teacher accreditation in relevant faculties
- Work collegially with supervisors and mentors managing newly appointed and early career teachers in relevant faculties
- Conducting merit selection processes for classroom teachers in relevant faculties
- Coordination of Professional Learning across the school and Convenor Professional Learning Committee
- Executive Conference coordination
- Coordination and leadership of whole school, cross faculty and team professional learning initiatives including professional learning programs through staff meetings and school development days
- Coordination of pre-service teacher practicums
- Induction of teachers new to the school



| <b>Physical and Financial Resource Management</b>   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Oversight of VTR for relevant faculties</li> <li>• Whole school leadership and management in using technology in administration</li> <li>• Chair, WHS Committee</li> <li>• Management of WHS compliance, e-safety training, Workcover investigations</li> <li>• Overseeing building projects</li> <li>• Overseeing the efficient use of maintenance and utilities budgets</li> <li>• Management of responses to vandalism and Managed Fund claims</li> <li>• Liaison with cleaning contractor and staff</li> <li>• Supervising the implementation of the Facilities bookings and management including outside school hours contact and communication</li> <li>• Management of school security</li> <li>• Chemical Safety in Schools program</li> </ul> | <ul style="list-style-type: none"> <li>• Oversight of VTR for relevant faculties</li> <li>• Oversight of school publication preparation, editing and printing – incl. Information booklet, Staff Handbook, Assessment Booklets, Curriculum Booklets</li> <li>• Management of school finances incl. preparation of monthly reports to the Finance Committee, coordination of submissions for major budget expenditure, preparation of the school's budget and oversight of the school's Annual Financial Statement in conjunction with the SAM.</li> <li>• Convenor of School Finance Committee</li> <li>• School photographs</li> </ul> | <ul style="list-style-type: none"> <li>• Oversight of VTR for relevant faculties</li> <li>• Development and evaluation of school priorities and milestones in consultation with Principal and Executive</li> <li>• Management of staffing</li> <li>• Management and preparation of the Annual Report in consultation with the Principal, executive and School Self-Evaluation Committee</li> <li>• Preparation and oversight variations to routine for Professional Learning</li> <li>• School Self-Evaluation Committee Convenor</li> </ul> |
| <b>School and Community Partnerships</b>  |   |  |
| <ul style="list-style-type: none"> <li>• P&amp;C liaison</li> <li>• Attending P&amp;C meetings</li> <li>• Coordinating school involvement in P&amp; C initiatives</li> <li>• Liaising with parents and the community on matters relating to areas of responsibility</li> <li>• Promoting the involvement of the community in the ethos of the school</li> <li>• Attending after hours parent meetings with relevant Year cohorts</li> <li>• Management of changeable school sign</li> </ul>   | <ul style="list-style-type: none"> <li>• P&amp;C liaison</li> <li>• Attending P&amp;C meetings</li> <li>• Coordinating school involvement in P&amp;C initiatives</li> <li>• Liaising with parents and the community on matters relating to areas of responsibility</li> <li>• Promoting the involvement of the community in the ethos of the school</li> <li>• Attending after hours parent meetings with relevant Year cohorts</li> <li>• Student progress review meetings organisation</li> <li>• Oversight and editing of fortnightly newsletter</li> </ul>  | <ul style="list-style-type: none"> <li>• P&amp;C liaison</li> <li>• Attending P&amp;C meetings</li> <li>• Coordinating school involvement in P&amp;C initiatives</li> <li>• Liaising with parents and the community on matters relating to areas of responsibility</li> <li>• Promoting the involvement of the community in the school</li> <li>• Attending after hours parent meetings with relevant Year cohorts</li> <li>• Liaison with Macquarie University on matters relating to Professional Development</li> </ul>                   |

| <p align="center"><b>Head Teacher Stage 4<br/>Ruth Charles</b></p>   | <p align="center"><b>Head Teacher Stage 5<br/>Adam Bruckshaw (Rel)</b></p>  | <p align="center"><b>Head Teacher Stage 6<br/>Christine Black</b></p>  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Monitoring and management of attendance in Stage 4, including truancy and the implementation and follow-up of consequences, and the development of strategies to support full attendance</li> <br/> <li>• Administration and coordination of assessment in Stage 4, including the initiation of the process, the preparation and distribution of assessment booklets, preparation and negotiation of assessment dates to meet school procedure and preparing calendar on Compass</li> <br/> <li>• Set up and administration of reporting database, in consultation with the Deputy Principal responsible for reporting including the coordination and confirmation of report corrections</li> <br/> <li>• Initiate and coordinate Semester Report follow-up – interview underachievers, development and implementation of improvement plans and study skills programs (including booking outside providers); preparation of Principal’s List</li> <br/> <li>• Cross KLA monitoring of student performance Stage 4</li> <br/> <li>• Home Group program coordination in Stage 4 in consultation with Year Advisers</li> </ul> | <ul style="list-style-type: none"> <li>• Monitoring and management of attendance in Stage 5, including truancy and the implementation and follow-up of consequences, and the development of strategies to support full attendance</li> <br/> <li>• Administration and coordination of assessment in Stage 5, including the initiation of the process, preparation and distribution of assessment booklets, preparation and negotiation of assessment dates to meet school procedure and preparing calendar on Compass</li> <br/> <li>• Set up and administration of reporting database, in consultation with the Deputy Principal responsible for reporting, including the coordination and confirmation of report corrections</li> <br/> <li>• Initiate and coordinate Semester Report follow-up – interview underachievers, development and implementation of improvement plans and study skills programs (including booking outside providers); preparation of Principal’s List</li> <br/> <li>• Cross KLA monitoring of student performance Stage 5</li> <br/> <li>• Home Group program coordination in Stage 5 in consultation with Year Advisers</li> </ul> | <ul style="list-style-type: none"> <li>• Monitoring and management of attendance in Stage 6, including truancy and the implementation and follow-up of consequence, and the development of strategies to support full attendance</li> <br/> <li>• Administration and coordination of assessment in Stage 6, including the initiation of the process, preparation and distribution of assessment booklets, preparation and negotiation of assessment dates to meet school procedure and preparing calendar on Compass</li> <br/> <li>• Set up and administration of reporting database, in consultation with the Deputy Principal responsible for reporting, including the coordination and confirmation of report corrections</li> <br/> <li>• Initiate and coordinate Semester Report follow-up – interview underachievers, development and implementation of improvement plans and study skills programs (including booking outside providers); preparation of Principal’s List</li> <br/> <li>• Cross KLA monitoring of student performance Stage 6</li> <br/> <li>• Home Group program coordination in Stage 6 in consultation with Year Advisers</li> </ul> |

| <p align="center"><b>Head Teacher Stage 4<br/>Ruth Charles</b></p>   | <p align="center"><b>Head Teacher Stage 5<br/>Adam Bruckshaw (Rel)</b></p>  | <p align="center"><b>Head Teacher Stage 6<br/>Christine Black</b></p>   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Leadership, coordination and management of Stage or Year specific events in collaboration with Year Advisers: Year 8 completion ceremony, Year 7 camp, including responsibility for bookings, budget, VTR, and collaboration with YA on risk assessment and management</li> <li>• Supporting Deputy Principals in management of student wellbeing and discipline for Stage 4</li> <li>• Discipline - Level Placement and supervision of students on Level 2</li> <li>• Manage Stage Assemblies</li> <li>• Organisation and management of Year 7 teacher meetings</li> <li>• Transition with primary schools</li> <li>• Management of Orientation Day</li> <li>• Implementation of NAPLAN tests</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership, coordination and management of Stage or Year specific events in collaboration with Year Advisers: Successful Seniors (including All My Own Work), Year 10 graduation assembly, Year 9 camp, including responsibility for bookings, budget, VTR, and collaboration with YA on risk assessment and management</li> <li>• Supporting Deputy Principals in management of student wellbeing and discipline for Stage 5</li> <li>• Discipline - Level Placement and supervision of students on Level 2</li> <li>• Manage Stage Assemblies</li> <li>• Implementation of NAPLAN and HSC Minimum Standards assessments</li> <li>• Oversight of RoSA data entry and liaison with BOSTES</li> <li>• Monitoring and management of NESA warning letters and N determination processes for Stage 5 students</li> <li>• Manage the <i>All My Own Work</i> program for Year 10 students in Term 4</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership, coordination and management of Stage or Year specific events in collaboration with Year Advisers – Ekuba, Year 12 end of year activities, Year 11 Jindabyne camp, including responsibility for bookings, budget, VTR, and collaboration with YA on risk assessment and management</li> <li>• Supporting Deputy Principals in management of student wellbeing and discipline for Stage 6</li> <li>• Discipline - Level Placement and supervision of students on Level 2</li> <li>• Manage Stage Assemblies</li> <li>• Monitoring and management of NESA warning letters and N determination processes</li> <li>• Monitoring and management of <i>All My Own Work</i> program for all Year 11 students, including accelerated students, new enrolments and other students who have not completed <i>AMOW</i> in Year 10</li> </ul> |

## Head Teachers – Whole school

The following role statement was issued concurrently with the executive restructuring memorandum (Department of Education and Training October 2000) and appears in the *Support Handbook for First-Time Executive*.

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Head teachers are an integral part of the school leadership team and are appointed to schools to support the principal and deputy principals in leading and managing the school.

They are accountable to the principal for the provision of this leadership in the following areas which are described in the *Leading and Managing the School* document (which is reproduced in detail in the Principal's role statement):

- Educational Leadership
- Educational Programs
- Learning Outcomes
- Student Wellbeing
- Staff Wellbeing, Development and Management
- Physical and Financial Resource Management
- School and Community Partnerships

Head teachers have whole school responsibilities, as well as those within delegated areas. Within their delegated areas of responsibility, head teachers have duties as determined by the principal for the development, implementation and evaluation of school policies and programs, and for ensuring that learning environments are safe and effective.

Head teachers contribute to the school's vision, culture, policies, priorities and targets and translate these into programs within their delegated areas of responsibility.

Head Teachers are expected to develop and contribute to a strong mutually supportive and respectful school culture by consciously fostering positive interactions with students, staff and parents at every opportunity.

### **Head Teacher Administration (Staff) – Kelly Johnson (2I/C Carolyn Gibbs and Marc Vella)**

- Teaching Staff Administration, records and support (includes entry on duty)
- Management of child protection procedures for casual and temporary staff
- Teacher leave, transfer of duty and resumption of duty including electronic leave approvals on behalf of the Principal
- Employment of casual relief staff
- Authorisation of Electronic Casual Payroll Claims (ECPC)
- Allowances (higher duties, year adviser) coordination
- Employee Assistance Program information
- Casual teaching staff support in conjunction with faculty head teachers, including the preparation and distribution of the casual teachers' handbook
- General school organisation and daily routine, which encompasses the provision of a daily timetable for casual relief staff, the distribution of the daily Variation to Routine document, in lieu of (ILO) allocations coordination, variations to routine (including room change and ILOs) coordination, Friday playground duties and, in Term 4, 'Meadowbank' extras administration
- Management of the HSC site, including liaison with Presiding Officer
- Examination timetables and related supervision roster organisation
- Timetabling of disabilities provisions student examinations
- Management of SRE, including timetable, rolls, management of student issues and liaison with providers

## **Head Teacher Secondary Studies – Susanne Geary**

- Chief timetabler, which includes curriculum management and organisation for all students in Stage 4, 5 and 6 and elective line organisation and subject / class lists
- Preparation of timetables for new enrolments
- Manages curriculum and subject selection: organises subject selection evenings and sessions for students, preparation of booklets
- Playground duty roster development and maintenance
- Maintain Year 11 and 12 patterns of study spreadsheet (for NESAs, TAFE, Open High School, etc.), including regular updates
- Coordination and oversight of data for TAFE, VET, Board endorsed courses, enrolments with outside tutors, Saturday Community Languages Schools, OTEN and Pathways, in conjunction with Sophie Allen (Careers) and Helga Lam (LOTE)
- Assists Deputy Principal with the Student Enrolment Return
- Balances staffing requirements according to student curriculum requirements in conjunction with Deputy Principal/Principal
- NESAs entries and liaison, including monitoring and managing compliance with NESAs and DoE requirements with respect to course completion and assessment
- Contact person for NS5 curriculum sharing

## **Head Teacher Secondary Studies: Technology and Learning – Simon Harper**

- Leadership of whole-school student and teacher professional learning with a technology focus
- Leadership of the implementation, development and evaluation of the KHS Bring Your Own Device (BYOD) program
- Chair of the Technology Committee
- Supervision of the curriculum areas of Software Design and Development, Information Processes and Technology and Information and Software Technology, as per Faculty Head Teacher, including:
  - allocation of teaching staff to classes
  - supporting early-career teachers within the faculty, including the accreditation process
  - oversight and support of PDPs
  - supporting teachers with identification and support for students (NCCD)
  - supporting teachers within the faculty in the management of student behaviour issues within the classroom, including oversight of Level 2
  - managing faculty resources
  - management of staff wellbeing within the faculty
  - oversight of teaching programs and registration
  - oversight of HSC and RoSA compliance
  - oversight of excursions and curriculum enrichment programs within the faculty
  - proof-reading academic reports and parent information letters
  - oversight of creation and marking of assessment and examination items
  - management of illness/misadventure applications
- Supervision of Technology Manager and any support staff
- Supervision of teacher-librarians

## **Head Teacher Secondary Studies: Personalised Learning – Liz Casey**

- Learning and Support Teacher (LaST) supervision and support
- Learning and Support staff supervision and program coordination including
  - SLSO special assignment
  - RoSA and HSC disabilities provisions
- Whole School Literacy team co-ordinator including working with Executive and school staff to develop, implement and review subject specific literacy strategies to support differentiation
- Management and supervision of personalised learning plans, including staff PL
- Coordination of integration/funding support review meetings
- Member of Best Start Year 7 school team
- Case management of individuals targeted for support – with a priority on middle range abilities
- Oversight of the school's Gifted and Talented Program

## **Head Teacher Wellbeing/Learning Support – Daniella Costa**

- Year adviser and assistant year adviser supervision, mentoring and training
- Years 7 and 12 Parent Information evenings
- Appointment of YAs
- School counsellor liaison and support
- Liaison with P&C Wellbeing Committee
- Supervision and support of Careers Advisers
- Program coordination including:
  - Small Schools Day
  - Access requests and funding support
  - Transition program Year 6 – Year 7
- Case management of individuals with mental health concerns
- Wellbeing / discipline level system supervision including Level 3 student support and monitoring
- Oversight of health care plans and vaccinations
- Oversight of Peer Support program
- Development of risk management plans for relevant Year 7 enrolments
- Development, management and evaluation of targeted wellbeing programs including:
  - MindMatters
  - MindTime
  - Crossroads program
  - Successful Seniors
  - Guest speakers as appropriate to wellbeing priorities
  - Access Request submissions
  - Transition program Year 6 – Year 7
  - Students not attending camps
- Overview Home Groups, dissemination information
- Oversight of a regularly-updated database for anaphylaxis and child protection training
- Wellbeing Committee Convenor
- Management of Honours / Merit System

## Head Teacher - Faculty

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- Learning Outcomes
- Student Wellbeing
- Staff Wellbeing, Development and Management
- Physical and Financial Resource Management
- School and Community Partnerships

Head teachers have whole school responsibilities, as well as those within delegated areas. Within their delegated areas of responsibility, head teachers have duties as determined by the principal for the development, implementation and evaluation of school policies and programs, and for ensuring that learning environments are safe and effective.

Head teachers contribute to the school's vision, culture, policies, priorities and targets and translate these into programs within their delegated areas of responsibility.

The core business of faculty head teachers can be summarised as:

- quality teaching and learning
- student wellbeing
- staff development
- resource management

At Killara High School, these priorities include:

- Supporting teachers within the faculty in the management of student behaviour issues within the classroom, including oversight of Level 2
- Managing faculty resources: financial, physical and human
- Management of staff wellbeing within the faculty
- Oversight of teaching programs and registration
- Oversight of HSC and RoSA compliance
- Oversight of excursions and curriculum enrichment programs within the faculty
- Oversight of creation and marking of assessment and examination items, and management of illness/misadventure applications
- Leadership of regular faculty meetings
- Allocation of teaching staff to classes
- Supporting early-career teachers within the faculty, including the accreditation process
- Oversight and support of PDPs
- Supporting teachers with identification and support for students (NCCD)
- Leading faculty professional learning
- Proof-reading academic reports and parent information letters
- Communicating with the school community

HT CAPA: Management of Performing Arts Programs  
HT HSIE Blue: Management of student awards at the AAC and Ekuba  
HT HSIE Green: Aboriginal Education coordinator  
HT LOTE: Management of enrolment  
HT PDHPE: Management of school sport  
HT TAS: Management of VET

### **School Administrative Manager (SAM) – Kim McPartlin (Acting)**

- Develop and contribute to a strong mutually supportive and respectful school culture by consciously fostering positive interactions with people, staff and parents at every opportunity.
- Supervision and support for SASS
- Oversight and support for SAS staff development
- Liaison with school staffing unit concerning SASS employment
- SASS attendance records
- Employment of casual SASS
- SASS Temporary and casual teacher pay applications
- Finance, including coordination of Finance Committee agenda and minutes in conjunction with Deputy Principal
- Management of migration of finance and administration systems to LMBR structures and systems.
- Development and evaluation of school administration management and finance plans
- OASIS financial report monitoring and distribution of reports
- Monthly BAS Statement
- Maintenance and reconciliation of school accounting procedures
- Supervision of school orders, deliveries and payments
- Supervision of daily receipting and banking of monies
- Monitoring of finance re Student Assistance Scheme and Visa students
- Receive and organise electronic record of monthly CEPS statement for Head Teacher Administration payment authorisation.
- Receive and organise electronic monthly record of Department of Education sundry tax invoice for payment authorisation by relevant staff.
- Supervision of student information on ERN
- Email and SMS communication with parents including communication regarding excursions
- Website maintenance and development
- Centralised school calendar maintenance and coordination
- Asset management including management of maintenance, contractor engagement, liaison, monitoring and financial oversight/management of the relevant budget(s)/ cost centres, stocktaking
- Management of WHS Committee, Workplace Injury Notification Forms and management of workers compensation claims
- Supervision of and support for the General Assistant with DP
- Undertaking other related duties as determined by the Principal or the supervisor.



## **Business Manager – Bruce Davidson**

- Facilities bookings and management including outside school hours contact and communication
- Management of school security
- Asset management including management of all maintenance, contractor engagement, liaison, monitoring and financial oversight/ management of the relevant budget(s)/ cost centres, stocktaking
- Chemical Safety
- Liaison with Major Capital Works site manager
- Supervision of and support for the General Assistant in cooperation with the SAM
- Liaison with cleaning contractor and cleaning staff
- Work health and Safety issues and compliance administration
- Budget development team member
- Other compliance administration (Child Protection, Emergency Care, Anaphylaxis Training) in consultation with relevant HTs, DPs and Staff
- Website maintenance and development including development and maintenance of portal for parents and other IT/data systems
- Email and SMS communication with parents including communication regarding excursions
- Digital and other signage
- Event management, school promotions and publicity including management/ oversight of relevant budget/ cost centre, Student Progress Review Meetings (SPRM), Newsletter production
- Other duties as determined by the Principal

## **School Nurse – Chenayde Hattwell**

- Provision of first aid to sick and injured students
- Management and supervision of the clinic
- Preparation of student health care plans, including communication with families
- Assisting staff in the preparation of risk assessment and management plans
- Membership of WHS Committee
- Management of vaccination program

# Responsibilities of Student Advisers

## **Year 12 Student Adviser – Kerrie Bayne, assisted by Tina Shapiro and Brendon Francis**

- Working with Head Teacher Stage 6 in provision of support services to Year 12 students
- Induction of new students, including provision of “buddies”
- Monitoring of student progress including the review of semester progress reports
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teachers
- Progress report administration
- Recommendations to Stage Head Teacher re Honour Badges and Presentation Night awards.
- Assistance with preparation of Year 12 references
- Assistance with organisation and management of Year 12 activities and events – Formal, Dress-Up Week, Yr 12 Jerseys, Picnic, Farewell Assembly and Ekuba (includes liaison with P&C)
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs
- Contact with parents and families
- Supervision and monitoring L2
- Organisation of Year Meetings Monitoring/liaison with Home Groups with HT Wellbeing

## **Year 11 Student Adviser – David James, assisted by Sue Powell**

- Working with Head Teacher Stage 6 in provision of support services to Year 11 students
- Induction of new students, including provision of “buddies”
- Year 11 camp
- Assistance with organisation and management of Ekuba
- Assistance with subject selection processes for Year 12
- Monitoring of student progress including the review of semester school reports
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teachers
- Progress report administration
- Nominations for Honour Badges and Presentation Night awards (Jane) Organisation of Year Meetings.
- Review and comment on student progress reports
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs including peer support and study skills
- Contact with parents and families.
- Supervision and mentoring L2
- Monitoring/liaison with Home Groups with HT Wellbeing

## **Year 10 Student Adviser – Tanu Arora, assisted by Larissa Vella**

- Working with Head Teacher Stage 5 in provision of support services to Year 10 students
- Induction of new students, including provision of “buddies”
- Individual student interview subject selection processes for Preliminary HSC
- Monitoring of student progress including review of semester school reports
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teacher
- Progress report administration
- Nominations for Honour Badges and Presentation Night awards
- Assistance with the organisation of the Stage 4 completion assembly
- Review and comment on student progress reports
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs
- Contact with parents and families
- Assistance with It’s Your Life program
- Supervision and mentoring, L2
- Organisation of Year meetings
- Monitoring/liaison with Home Groups with HT Wellbeing

### **Year 9 Student Adviser – Georgina Andrews, assisted by Daniel Beach (Rel)**

Working with Head Teacher Wellbeing and HT Stage 5 in provision of support services to Year 9 students

- Year 9 camp
- Induction of new students, including provision of “buddies”
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teachers
- Monitoring of student progress including review of semester school reports
- Progress report administration
- Nominations for Honour Badges and Presentation Night awards.
- Review and comment on student progress reports - organisation the responsibility of Stage 5 HT.
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs
- Contact with parents and families
- Supervision and mentoring, L2
- Organisation of Year Meetings
- Monitoring/liaison with Home Groups with HT Wellbeing

### **Year 8 Student Adviser – Caitlyn Whitby-Johnson, assisted by Lauren Muller**

- Working with Head Teacher Stage 4 in provision of support services to Year 8 students Monitor and sign Level 2s.
- Induction of new students, including provision of “buddies”
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teachers
- Progress report administration
- Assistance with subjection selection processes for Year 9
- Monitoring of student progress including review of semester school reports
- Nominations for Honour Badges and Presentation Night awards
- Review and comment on student progress reports
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs
- Contact with parents and families
- Supervision and mentoring, L2
- Organisation of Year Meetings
- Monitoring/liaison with Home Groups with HT Wellbeing

### **Year 7 Student Adviser – Jonathon Manley, assisted by Imogen Carlisle**

- Working with Head Teacher Stage 4 in provision of support services to Year 7 students
- Year 7 camp
- Year 6 into 7 classes
- Induction of new students, including provision of “buddies”
- Year 7 peer support liaison
- Identification and support for students of concern - liaison with Stage Head Teacher, Careers Advisers, School Counsellor, STLA, EAL/D teachers, classroom and Head Teachers
- Progress report administration
- Monitoring of student progress including review of semester school reports
- Nominations for Honour Badges and Presentation Night awards
- Review and comment on student progress reports
- Preparation of Principal’s List
- Assistance with delivery of wellbeing programs
- Supervision and mentoring, L2
- Organisation of Year Meetings
- Monitoring/liaison with Home Groups with HT Wellbeing

### **Year 7 2020 Student Adviser – TBA**

- Orientation Day coordination with Deputy Principal, Stage Head Teacher and Head Teacher Wellbeing
- Visits to local primary schools
- Small schools visit Term 4
- Enrolment promotion with Principal

### **Careers – Sophie Allen and Elif Macpherson**

### **Learning and Support Teacher (LaST) - Sarah Mulholland**

### **Counsellors – Angela Pak (Thursday and Friday) TBC (Monday – Wednesday)**

School Counsellors are experienced teachers and psychologists and their work can cover all areas of student wellbeing – social, emotional, educational and family. Students may refer themselves by seeking out the Counsellors in their office at recess or lunch breaks or may be referred to the Counsellors by members of staff or by parents. Appointments are normally on an individual basis through Reception although the Counsellors may work with groups for specific interventions.

The Counsellors report to the Principal and the Wellbeing Committee on general matters and liaise with outside agencies such as the Department of Health and private practitioners.

Referrals can be made through directly to the Counsellors through a group email. Counsellors may be contacted on other days of the week at their local primary schools, by mobile phone or through the main office.

### **Student Learning Support Officers**

- Provision of support for special needs students, including assistance for students within classroom eg as a scribe, as an aide in practical classes, and one-on-one assistance for special needs students who require it
- Provision of support for class teachers, including assisting and collaborating with the modification of programs, classwork and assessments and examinations for students with special needs
- Provision of social integration with students; liaise with parents; assist and monitor input and output of work; attend school excursions; assist special needs students during NAPLAN and other exams.
- Communication in regard to students' wellbeing with counsellors and teachers.
- Assistance with toileting/feeding.
- Assistance of students to and from classrooms
- Monitor students re emotional and academic wellbeing
- Supervision of students.
- Sourcing information and material at a relevant level for student.
- Liaise between parents and school re student requirements

## Executive Committees

- **Curriculum Committee**  
The Curriculum Committee will deal with issues of curriculum structure and course offerings. Recommendations for curriculum changes can be put to the Committee and recommendations from the Committee will be taken back to staff as part of the consultation process.
- **Finance Committee**  
The Finance Committee will monitor income and expenditure and prepare the school budget. The Finance Committee meets monthly and includes a parent and student representative.
- **School Planning and Self Evaluation Committee**  
The School Planning and Self Evaluation Committee develops the School Plan and milestones and the year's evaluation priorities, oversees evaluation processes and prepares the Annual Report in consultation with stakeholders around the school.

## Committees – Non-Executive

- **Assessment and Reporting Committee**  
The Assessment and Reporting Committee develops school policy and oversees assessment booklets, schedules, reporting formats and timelines associated with reporting on student progress.
- **Library Committee**  
The Library Committee will develop policy and implement Library review recommendations as well as determine draft library budget and monitor the acquisition and use of library resources. (This Committee should have broad representation from across the school and include representation from the student body.)
- **Technology Committee**  
The Technology Committee will prepare a draft annual budget, develop a medium term (3 yr) technology plan for the school, coordinate the acquisition of technology, the allocation of resources and management of computers and computer facilities across the school. It will support the use of technology in teaching, learning and administration. It will develop policy and processes for the implementation of BYOD in the school.
- **Professional Learning Committee**  
The Professional Learning Committee will establish priorities for staff professional development aligned with school targets. It will approve broad budget allocations and specific requests for support as necessary as well as monitor expenditure. It will, manage school development day programs and activities. The coordinator/convenor will approve requests for use of PL funds and liaise with the HT Administration and Senior School Assistant in the monitoring of casual relief and other PL expenditure.
- **Work Health Safety**  
The WHS Committee comprises elected representatives and is responsible for determining and implementing Work Health and Safety (WHS) requirements and recommendations. Note that all employees are required to monitor the site for WHS purposes, and report issues promptly. This Committee is chaired by the Principal.

- **Wellbeing**  
The Wellbeing Committee comprises Year Advisers and Assistant Year Advisers, the School Counsellors, Deputy Principals and Stage Head Teachers and is led by the Head Teacher Wellbeing. The Committee's role is to manage student wellbeing policies and programs across the school.
- **Learning Support**  
The Learning Support Committee is responsible for managing the integration and educational needs of Learning Support students in the school. Committee membership comprises the HT Wellbeing, STLA, School Counsellors, SLSOs.
- **Literacy Team**  
The Literacy Team is responsible for leading the development of literacy strategies to enhance teaching and learning.
- **Student Leadership**  
The Student Leadership Committee determines policy and processes for student leadership within the school and manages prefects, SRC, SJC, Sport and Arts student leaders.
- **Middle Schools**  
The Middle Schools Committee is responsible for researching, designing and implementing aspects of middle schooling aimed at enhancing engagement and educational outcomes of students in Years 7-9 and includes sub-groups / Teams:
  - 6 – 7 transition
  - Integrated Curriculum
  - Gender differences
  - Other?
- **Gifted and Talented Education**  
The Gifted and Talented Education Committee is responsible for developing policy for the identification of GAT students and developing teaching and learning initiatives to ensure these students have enrichment and extension opportunities in curriculum. The Committee is also responsible for advising the Professional Learning Committee on the professional development of teachers in all aspects of GAT education.

## Whole-School Responsibilities of Teachers

|   |   |
|---|---|
| Anti-racism/discrimination contact officer .....        | Kelly Johnson   |
| Annual Awards Ceremony coordinator .....                | HT HSIE Blue  |
| ANZAC and Remembrance Day .....                         | HT HSIE Blue  |
| Chemical Safety in Schools coordinator .....            | David Aubusson  |
| Computer Network Administration and Support.....        | Nick Calloway   |
| Enrolments.....   | Helga Lam   |
| Exchange programs.....                                  | Helga Lam   |
| Gifted and Talented Education .....                     | Chloe Williams  |
| Mentoring Program coordinators .....                    | Year 12 Student Advisers  |
| Work Health and Safety Committee .....                  | Brendon Francis, Mark Honeysett,<br>Elizabeth Simons, Bruce Davidson, Robin Chand, Jane Dennett |
| Open High School / Saturday School coordinator.....     | Helga Lam   |
| Peer Support.....                                       | Regine Berghofer  |
| School Promotions and Primary School Links .....        | Ann Dixon   |
| School Magazine coordination .....                      | Shannon Bryant  |
| Social Committee.....                                   | Adam Bruckshaw  |
| Sound and Lighting.....                                 | Nathan Wilson   |
| Special Religious Education (SRE) coordinator .....     | Kelly Johnson   |
| Sport - Thursday Sport:.....                            | Ben Costantini, Jack Currie   |
| - Knock-out Sport.....                                  | Jack Currie   |
| - Swimming, Cross Country and Athletics Carnivals ..... | Jen Downes, Tina Shapiro  |
| Student Leadership coordination .....                   | Adam Bruckshaw  |
| - Arts Council Coordinator .....                        | Sunnie Kim  |
| - Prefects coordinator .....                            | Lauren McKinnon   |
| - Social Justice Committee Coordinator .....            | Gabrielle Zolezzi   |
| - Sports Council Coordinator .....                      | Duncan Smith  |
| - Student Representative Council Coordinator .....      | Tonia Bell  |
| Survival Skills and Water Safety Program .....          | Duncan Smith  |
| Teachers' Federation Representative .....               | Mark Honeysett  |
| Teachers' Federation Women's Representative .....       | Elizabeth Simons  |
| TEALS .....   | Regine Berghofer  |
| Peer Tutoring Program .....                             | Francie Campbell  |
| VET Coordinator .....                                   | Tracy Mackenzie   |

## OTHER CURRICULUM ENRICHMENT ACTIVITIES

|  |  |
|--|--|
| Chess Club .....   | Samira Chami   |
| Commercial/Practical Catering Opportunities (Hospitality) .....  | Tracy Mackenzie                                      |
| Competitions   |  |
| - English .....  | Eileen Tuohy   |
| - Computing Studies .....  | Simon Harper   |
| - Mathematics .....  | Rema Nath  |
| - Science .....  | David Aubusson                                       |
| - Social Sciences (Geography, Economics, Business Studies) ..... | David Browne   |
| - History .....  | HT HSIE Blue   |
| Coding Club .....  | Robin Chand  |
| Creative and Performing Arts (CAPA) Fest.....                    | Melissa Gleeson                                      |
| Debating .....   | Yrs 7-9 – Elizabeth Simons, Yrs 10-12 – Anne Carroll |
| Drama .....  | Lauren McKinnon, Robbie Audet                        |
| Duke of Edinburgh’s Award Scheme coordinator .....               | Marc Vella   |
| MUNA (Model United Nations).....                                 | Lachlan Olive  |
| Performing Arts Ensembles coordinator .....                      | Jacki Berry  |
| Public Speaking .....  | Eileen Tuohy   |
| School Musical Production coordinator.....                       | Sunnie Kim, Lauren McKinnon                          |
| Textiles Club .....  | Adel Frames  |