

## PRINCIPAL CLASS ROLES

Principal – Corey Jewell	Assistant Principal – Tim Cottrell	Assistant Principal – Laura Forster	Assistant Principal – Julie Ryan
<p><b>School Council</b></p> <ul style="list-style-type: none"> <li>Executive Officer</li> <li>Finance</li> <li>Annual Report</li> <li>Strategic Plan</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>Teaching Staff</li> <li>Education Support Staff</li> <li>Secondary Teacher Assistants</li> <li>Workforce Planning</li> <li>Recruitment</li> <li>Consultation Committee</li> </ul> <p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>Whole School Review</li> <li>Strategic Plan</li> <li>Implementation Plan</li> <li>Annual Report</li> <li>School Council</li> <li>Regional / DET</li> <li>Develop and review school policies as per DET requirements and school expectations.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Program Budgets</li> <li>Student Resource Package (SRP)</li> <li>Workforce Planning</li> <li>DET &amp; Region Funding Initiatives</li> </ul> <p><b>Programs</b></p> <ul style="list-style-type: none"> <li>MYLNS</li> <li>Mental Health Practitioner</li> <li>DET Initiatives</li> </ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>Oversee / Liaise with Grounds Manager</li> </ul>	<p><b>School Council</b></p> <ul style="list-style-type: none"> <li>Non-voting member (unless elected DET rep)</li> <li>Lead/Member of Council Subcommittee</li> </ul> <p><b>Junior Sub School, Student Wellbeing &amp; Management, Years 7 &amp; 8</b></p> <ul style="list-style-type: none"> <li>Welfare</li> <li>Discipline</li> <li>Student Attendance</li> <li>Reports</li> <li>Case Management</li> <li>Parent Communication</li> <li>Student Enrolments</li> <li>Oversee MIPs at the junior school level</li> <li>Oversee special programs related to year levels – ABCN, scholarships etc.</li> </ul>	<p><b>School Council</b></p> <ul style="list-style-type: none"> <li>Non-voting member (unless elected DET rep)</li> <li>Lead/Member of Council Subcommittee</li> </ul> <p><b>Middle Sub School, Student Wellbeing &amp; Management, Years 9 &amp; 10</b></p> <ul style="list-style-type: none"> <li>Welfare</li> <li>Discipline</li> <li>Student Attendance</li> <li>Reports</li> <li>Case Management</li> <li>Parent Communication</li> <li>Student Enrolments</li> <li>Oversee MIPs at the middle years level</li> <li>Oversee special programs related to year levels – ABCN, scholarships etc.</li> </ul>	<p><b>School Council</b></p> <ul style="list-style-type: none"> <li>Non-voting member (unless elected DET rep)</li> <li>Lead/Member of Council Subcommittee</li> </ul> <p><b>Senior Sub School, Student Wellbeing &amp; Management, Years 11 &amp; 12</b></p> <ul style="list-style-type: none"> <li>Welfare</li> <li>Discipline</li> <li>Student Attendance</li> <li>Reports</li> <li>Case Management</li> <li>Parent Communication</li> <li>Student Enrolments</li> <li>Oversee MIPs at the senior school level</li> <li>Oversee special programs related to year levels – ABCN, scholarships etc.</li> </ul>
	<p><b>School Operations</b></p> <ul style="list-style-type: none"> <li>Excursions / Incursions</li> <li>School Photos / Diaries</li> <li>Student Immunisation Program</li> <li>Administration of DET School and Student Data</li> <li>Transition and Orientation from Years 6 to 7</li> <li>Organisation of Parent Teacher Conferences</li> <li>Work with SOL and Student Program Leader re end of year programs</li> </ul> <p><b>Student Wellbeing</b></p> <ul style="list-style-type: none"> <li>Oversee student programs (liaise with Wellbeing Team and Student Program Leader)</li> <li>Oversee Wellbeing Team</li> </ul> <p><b>Community Engagement, Publicity and Grants</b></p> <ul style="list-style-type: none"> <li>Initiate school based community events.</li> <li>Engage the parent community through a variety of forums.</li> <li>Manage and liaise publicity opportunities.</li> <li>Source and apply for appropriate Grants.</li> </ul>	<p><b>Learning &amp; Teaching</b></p> <ul style="list-style-type: none"> <li>Curriculum Programs/Review/Development</li> <li>Leader of the Teaching and Learning Team</li> <li>School Pedagogy Overview</li> <li>Assessment &amp; Reporting</li> <li>VCE/VET/VCAL Programs</li> <li>Orientation Program Year 10</li> <li>Explore Program Year 9</li> <li>Oversee Parent Information Evenings, Years 9 &amp; 10</li> </ul> <p><b>Professional Learning</b></p> <ul style="list-style-type: none"> <li>Whole School Professional Learning</li> <li>Professional Development and Review</li> <li>VIT Program / Accountability / Induction</li> <li>New staff induction</li> <li>Liaise with Staff Well-being Leader</li> <li>Facilitate pre-service teacher practicum</li> </ul> <p>Member of Consultation Committee</p>	<p><b>Student Management</b></p> <ul style="list-style-type: none"> <li>Oversee transition between Year Levels.</li> <li>Student Management Policies and Processes, including Code of Behaviour, Silent Planning Room, Promotions, Student Engagement and Wellbeing.</li> <li>Oversee Parent Information Evenings – Years 11 &amp; 12.</li> <li>Leader of the Student Management Team</li> <li>Orientation Programs Yrs 11 – 12</li> </ul> <p><b>Student Leadership</b></p> <ul style="list-style-type: none"> <li>Coordination of SRC</li> <li>Student Leadership, oversee House Program</li> <li>Develop new student leadership opportunities from Years 7 to 12.</li> </ul> <p><b>Digital Learning Integration</b></p> <ul style="list-style-type: none"> <li>Initiate, develop and implement digital learning practices for the delivery of 21<sup>st</sup> century learning.</li> <li>Liaise with the IT Managers.</li> </ul>

<ul style="list-style-type: none"><li>• School Refurbishment</li><li>• Master Plan</li><li>• Facilities and Building Maintenance</li><li>• Minor &amp; Major Works</li><li>• OH&amp;S</li></ul>			<ul style="list-style-type: none"><li>• Develop ICT Progression and Support plan that encompasses the ICT network and infrastructure.</li></ul> <p>Member of Consultation Committee</p>
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