

EXECUTIVE LEADERSHIP ROLES

Principals

The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the strategic deployment of resources provided by the Department and the school community. A key component of this role is to increase the knowledge base of teachers within their school about student learning and quality teacher practice.

At the same time, the principal, as executive officer of the school council, must ensure that adequate and appropriate advice is provided to the council on educational and other matters; that the decisions of the council are implemented; and that adequate support and resources are provided for the conduct of council meetings.

Principals have a clear set of accountabilities, which distinguish their work from other employees in the Teaching Service and the education community and are set out in detail in the contract of employment. The principal is accountable for the overall leadership, management and development of the school within state-wide guidelines and Government policies. The core accountabilities of all principals are to:

- Ensure the delivery of a comprehensive, high quality education program to all students;
- Provide a child safe environment in accordance with the child safe standards;
- Be executive officer of the school council;
- Implement decisions of the school council;
- Establish and manage financial systems in accordance with the Department and school council requirements;
- Represent the Department in the school and the local community;
- Contribute to system-wide activities, including policy and strategic planning and development;
- Effectively manage and integrate the resources available to the school;
- Appropriately involve staff, students and the community in the development, implementation and review of school policies, programs and operations;
- Report to the Department, school community, parents and students on the achievements of the school and of individual students as appropriate;
- Comply with regulatory and legislative requirements and Department policies and procedures.

Assistant Principals

The assistant principal reports directly to the principal.

Assistant principals have a primary responsibility for the management of significant areas or functions within the school to ensure the effective development, provision and evaluation of the school's education program. In exercising the responsibility, assistant principals will have the authority to make all significant decisions relating to the program, budget and staff relating to their area of designated responsibility within the framework of the school's strategic plan, policies and budget. Assistant principals will contribute to the overall management of the school through involvement in policy formulation and decision making.

The management of significant school program or functional areas in schools involve assistant principals in the analysis of the needs of students and the translation of state educational policy and frameworks into appropriate education programs to meet the needs of all students.

Typically assistant principals will be responsible for the effective use of the teaching staff and program budget of a defined area of the school's operation and for the oversight and leadership of the educational programs provided utilising these resources.

POSITION RESPONSIBILITIES

Typically, assistant principals perform one or more of the following functions:

- Supervision and coordination of the work of senior curriculum or level coordinators;
- Allocation of budgets, positions of responsibility and other resources within the area of responsibility;
- Provide a child safe environment in accordance with the child safe standards;
- Supervision of the delivery of teaching programs;
- Management of programs to improve the knowledge and experience of staff;
- Responsibility for general discipline matters beyond the management of classroom teachers and year level coordinators;
- Contribute to the overall management of the school;
- Campus management in multi campus settings;
- Determining the final form of any curriculum proposals which go to school council;
- Performance management and development of staff.

Leading Teachers

Leading teachers will be highly skilled classroom practitioners and undertake leadership and management roles commensurate with their salary range. The role of leading teachers is to improve the skill, knowledge and performance of the teaching workforce in a school or group of schools and to improve the curriculum program of a school. Typically, leading teachers are responsible for coordinating a number of staff to achieve improvements in teaching and learning which may involve the coordination and professional support of colleagues through modelling, collaborating and coaching and using processes that develop knowledge, practice and professional engagement in others.

Leading teachers are expected to lead and manage a significant area or function within the school with a high degree of independence to ensure the effective development, provision and evaluation of the school's education program. Leading teachers will be expected to make a significant contribution to policy development relating to teaching and learning in the school. A leading teacher has a direct impact and influence on the achievement of the school goals.

Leading teachers are usually responsible for the implementation of one or more priorities contained in the school strategic plan.

POSITION RESPONSIBILITIES

In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key roles of the leading teachers may include but are not limited to:

- Leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities;
- Provide a child safe environment in accordance with the child safe standards;
- Leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery;
- Leading and managing the provision of professional learning and developing individual and team performance and development plans for teaching staff within the priorities of the school;
- Leading and managing staff performance and development (review of staff);
- Teaching demonstration lessons;
- Leading and managing the development of the school's assessment and reporting policies and practices;
- Leading and managing the implementation of the school operations and policies related to student welfare and discipline;
- Leading the development of curriculum in a major learning area and participating in curriculum development in other areas;
- Responsibility for general discipline matters beyond the management of classroom teachers;
- Contributing to the overall leadership and management of the school;
- Contributing to the development of proposals for school council consideration;
- Developing and managing the school code of conduct.

Learning Specialists

Learning Specialists will be highly skilled classroom practitioners who continue to spend the majority of their time in the classroom delivering high-quality teaching and learning and have a range of responsibilities related to their expertise, including teaching demonstration lessons, observing and providing feedback to other teachers and facilitating school-based professional learning.

Learning Specialists are expected to have deep knowledge and expertise in high quality teaching and learning in delivering improved achievement, engagement and wellbeing for students. The role of the Learning Specialist will be to model excellence in teaching and learning through demonstration lessons, and mentoring and coaching teachers in improving the skill, knowledge and effectiveness of the teaching workforce.

The Learning Specialist role is aimed at building excellence in teaching and learning within the Teaching Service.

POSITION RESPONSIBILITIES

In recognition of the importance of exemplary teaching practice for improved student learning outcomes, the key roles of the Learning Specialist may include but are not limited to:

- Demonstrating high-level expertise in teaching and learning practice;
- Provide a child safe environment in accordance with the child safe standards;
- Modelling exemplary classroom practice including through teaching demonstration lessons;
- Working with the school leadership team to develop a shared view of highly effective teacher practice;
- Leading and modelling the implementation of whole-school improvement strategies related to curriculum planning and delivery;
- Playing a key role in the provision of professional learning, including through developing processes and protocols for observation and feedback of teacher practice and peer collaboration;
- Modelling effective learning practice and supporting teachers to seek, analyse and act on feedback on their practice;
- Providing evidence-based feedback to teaching staff to inform their effectiveness and development;
- Providing expert advice about the content, processes and strategies that will shape individual and school professional learning;
- Supervising and training one or more pre service teachers, and mentoring and/or coaching teachers;
- Modelling exemplary use of student data to inform teaching approaches;
- Developing and promoting school-wide professional learning structures, processes and protocols through Professional Learning Communities;
- Modelling exemplary professional learning practice including through seeking feedback from other teachers and leaders on their own classroom practice as part of critical reflection and inquiry to improve practice.