

**Rossmoyne Senior High School**  
**ASSOCIATE PRINCIPAL EXECUTIVE ROLES AND RESPONSIBILITIES (Feb 2019)**

<p style="text-align: center;"><b>L5</b>  <b>Associate Principal</b>  <b>Quality Teaching and Workforce</b></p>	<p style="text-align: center;"><b>L4</b>  <b>Associate Principal</b>  <b>Operations</b></p>	<p style="text-align: center;"><b>L4</b>  <b>Associate Principal</b>  <b>Middle Years (7-9)</b></p>	<p style="text-align: center;"><b>L4</b>  <b>Associate Principal</b>  <b>Senior Years (10-12)</b></p>
<p>Business Plan for Quality teaching, learning and leadership</p> <p>Teacher excellence</p> <ul style="list-style-type: none"> <li>Written reports against set targets</li> <li>RSHS instructional framework</li> <li>Performance management</li> <li>Professional learning (incl. whole of school/PD Days)</li> <li>Classroom observation</li> </ul> <p>Student Excellence/Future Ready</p> <ul style="list-style-type: none"> <li>Innovation</li> <li>ICT</li> <li>STEAM</li> <li>21C skills</li> <li>Partnerships</li> </ul> <p>Workforce plan</p> <ul style="list-style-type: none"> <li>Pre-service partnerships/interns</li> <li>Trainees</li> <li>L3 classroom teacher program</li> <li>Scholarships/conferences and further study</li> </ul> <p>Staffing</p> <ul style="list-style-type: none"> <li>Recruitment, selection, employment</li> <li>Staff Handbook</li> <li>Staff induction/orientation</li> <li>Leave management</li> <li>Health and Well being</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>with staff, parents and the community in areas of responsibility</li> <li>newsletter articles concerning issues, activities and achievements relevant to areas of responsibility and maintaining currency of web page in relevant area</li> </ul> <p>Committee leadership</p> <ul style="list-style-type: none"> <li>WAC (member)</li> <li>Future Readiness</li> </ul> <p>Support</p> <ul style="list-style-type: none"> <li>Staff Development Coordinator</li> <li>Induction Coordinator</li> <li>Teacher Development/Coaching Partnerships</li> <li>HR Officer</li> <li>Teacher Relief Manager</li> </ul> <p>Line management</p> <ul style="list-style-type: none"> <li>HoLAs Science</li> <li>HoLA HPE</li> <li>HoLA English/TIC ESL</li> <li>Library</li> <li>SEQTA Manager</li> <li>PC Head of Student Central</li> </ul>	<p>Lead school operations</p> <p>Timetable</p> <ul style="list-style-type: none"> <li>Development</li> <li>Management</li> <li>Curriculum offerings</li> <li>Duty roster</li> </ul> <p>Transitions (operational)</p> <ul style="list-style-type: none"> <li>School curriculum handbooks</li> <li>Course Counselling organisation</li> </ul> <p>Selection processes</p> <ul style="list-style-type: none"> <li>Education Department Specialist Programs (in consultation with DoM Music, HOLAs Maths, Volleyball Coordinator)</li> </ul> <p>Reporting</p> <ul style="list-style-type: none"> <li>Reporting to parents</li> <li>Parent nights (Organisation)</li> </ul> <p>Assemblies</p> <ul style="list-style-type: none"> <li>Organisation/logistics</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>with staff, parents and the community in areas of responsibility</li> <li>newsletter articles concerning issues, activities and achievements relevant to areas of responsibility and maintaining currency of web page in relevant area</li> </ul> <p>Committee leadership</p> <ul style="list-style-type: none"> <li>Buildings, grounds and facilities</li> <li>OHS Committee</li> </ul> <p>Support</p> <ul style="list-style-type: none"> <li>Manager School Administration Systems</li> <li>Curriculum Support Officer</li> <li>Enrolment Officer</li> </ul> <p>Line management</p> <ul style="list-style-type: none"> <li>HoLA Arts</li> <li>HoLA Languages</li> <li>HoLA HASS</li> <li>HoLA Music</li> <li>Manager School Admin Systems/Curriculum Support</li> <li>PC GT/Languages</li> </ul>	<p>Business Plan for 7-9 student development</p> <p>Leadership and management of Year groups</p> <ul style="list-style-type: none"> <li>standards of academic performance/student success priority</li> <li>establish and monitor systems to report on academic,</li> <li>social and emotional development of students</li> <li>curriculum outcomes</li> <li>WA Curriculum implementation</li> <li>course counselling and changes</li> <li>parent information sessions</li> <li>parent nights (curriculum)</li> <li>policies pertaining to year groups</li> <li>transitions (incl. Yr 6)</li> <li>new enrolments</li> <li>SCSA (policies, procedures, reporting, assessments)</li> <li>NAPLAN</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>with staff, parents and the community in areas of responsibility</li> <li>newsletter articles concerning issues, activities and achievements relevant to areas of responsibility and maintaining currency of web page in relevant area</li> </ul> <p>Excursion policy, procedures + management (7-12)</p> <p>Committee Leadership</p> <ul style="list-style-type: none"> <li>Literacy</li> <li>Numeracy</li> </ul> <p>Support</p> <ul style="list-style-type: none"> <li>Clerical staff</li> <li>Enrolment officer</li> </ul> <p>Line management</p> <ul style="list-style-type: none"> <li>HoLAs Maths</li> <li>PC Middle years</li> <li>PC Head of Student Central</li> </ul>	<p>Business Plan for 10-12 student development</p> <p>Leadership and management of Year groups</p> <ul style="list-style-type: none"> <li>standards of academic performance/student success</li> <li>priority</li> <li>WACE courses/completion (incl. endorsed programs)</li> <li>establish and monitor systems to report the academic,</li> <li>social and emotional development of students</li> <li>parent information sessions</li> <li>parent nights (curriculum)</li> <li>policies pertaining to year groups</li> <li>transitions</li> <li>course counselling and changes</li> <li>new enrolments</li> <li>SCSA (policies, procedures, reporting, assessments)</li> <li>OLNA</li> <li>WACE</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>with staff, parents and the community in areas of responsibility</li> <li>newsletter articles concerning issues, activities and achievements relevant to areas of responsibility and maintaining currency of web page in relevant area</li> </ul> <p>Committee Leadership</p> <ul style="list-style-type: none"> <li>Technology</li> </ul> <p>Support:</p> <ul style="list-style-type: none"> <li>Clerical staff</li> <li>Enrolment officer</li> </ul> <p>Line management</p> <ul style="list-style-type: none"> <li>HoLA CAVE</li> <li>PC Technologies</li> <li>PC Senior years</li> <li>IT Network Administrator</li> <li>Learning Technology Coordinator</li> </ul>

**Rossmoyne Senior High School**  
**PROGRAM COORDINATOR EXECUTIVE ROLES AND RESPONSIBILITIES (2019)**

<p style="text-align: center;"><b>L3</b> <b>Program Coordinator</b> <b>Middle Years 7 - 9</b></p>	<p style="text-align: center;"><b>L3</b> <b>Program Coordinator</b> <b>Senior Years 10- 12</b></p>	<p style="text-align: center;"><b>L3</b> <b>Program Coordinator</b> <b>Head of Student Central</b></p>	<p style="text-align: center;"><b>L3</b> <b>Program Coordinator</b> <b>Gifted and Talented Languages (0.2 FTE)</b></p>
<p><u>Work in collaboration with Associate Principal:</u></p> <ul style="list-style-type: none"> <li>• Behaviour management</li> <li>• monitoring, tracking and intervention - academic progress (including SAER, specialist programs, GT) to achieve targets outlined in the Business Plan</li> <li>• NAPLAN and NAPLAN intervention</li> <li>• OLNA and OLNA intervention</li> <li>• Curriculum based parent information evenings</li> <li>• adjust courses/timetables for students and create timetables for new students</li> <li>• Parent meetings to resolve conflicting educational priorities and issues</li> <li>• Monitor and report on behaviour management, attendance and communication processes</li> <li>• prepare reports for school review and reporting purposes (Academic Operational Plan targets)</li> <li>• reviewing and developing school policies and procedures relevant to Middle Years (Curriculum and Education)</li> <li>• publicising and promoting student, staff and school achievements</li> <li>• student matters               <ul style="list-style-type: none"> <li>○ case management</li> <li>○ Secondary prevention</li> </ul> </li> <li>• Case management of students of identified groups</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Year 6-7 Transition Program including organisation of visits to feeder primary schools, Orientation Day/s and Week One Transition Program</li> <li>• Formal Assemblies (organisation of program, awards and students)</li> </ul> <p>Line Management</p> <ul style="list-style-type: none"> <li>• Learning Support Coordinator</li> <li>• Learning support teacher/s</li> <li>• Literacy and Numeracy support coordinator/s</li> <li>• Aboriginal Education Coordinator</li> <li>• Yr 6 transition coordinator (Sem 2)</li> <li>• Education Assistants</li> </ul> <p>Committee leadership</p> <ul style="list-style-type: none"> <li>• Cultural Awareness (member)</li> <li>• Transition from Primary School</li> <li>• Numeracy (member)</li> </ul> <p>This role may have a teaching component</p>	<p><u>Work in collaboration with Associate Principal:</u></p> <ul style="list-style-type: none"> <li>• Behaviour management</li> <li>• monitoring, tracking and intervention - academic progress (including SAER, specialist programs, GT) to achieve targets outlined in the Business Plan</li> <li>• Curriculum based parent information evenings</li> <li>• adjust courses/timetables for students and create timetables for new students</li> <li>• Parent meetings to resolve conflicting educational priorities and issues</li> <li>• support career counselling, course counselling, transition programs, parent information evenings, and the careers expo</li> <li>• Monitor and report on behaviour management, attendance and communication processes</li> <li>• prepare reports for school review and reporting purposes (Academic Operational Plan targets)</li> <li>• reviewing and developing school policies and procedures relevant to Senior Years (Curriculum and education)</li> <li>• publicising and promoting student, staff and school achievements</li> <li>• student matters               <ul style="list-style-type: none"> <li>○ case management</li> <li>○ Secondary prevention</li> </ul> </li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Leading Course Counselling and Careers Expo</li> <li>• Yearbook</li> <li>• Formal Assemblies (organisation of program, awards and students)</li> <li>• SIDE enrolments</li> <li>• Course changes</li> </ul> <p>Future Ready citizens</p> <ul style="list-style-type: none"> <li>• Community Service/Civic responsibility</li> <li>• Endorsed programs / Community Service</li> <li>• University application/preparation</li> <li>• ACE program</li> <li>• Case management of students (Academic SAER)</li> </ul> <p>Line Management:</p> <ul style="list-style-type: none"> <li>• Post-Secondary transition coordinator ATAR</li> <li>• Course Councillor/Endorsed program coordinator</li> </ul> <p>Committee leadership</p> <ul style="list-style-type: none"> <li>• Rosstainability (member)</li> <li>• Literacy (member)</li> <li>• Bushrangers (member)</li> </ul> <p>This role may have a teaching component</p>	<p><u>Work in collaboration with Associate Principal:</u></p> <ul style="list-style-type: none"> <li>• Behaviour management</li> <li>• Home Room programs,</li> <li>• Health and wellbeing parent evenings</li> <li>• prepare reports for school review and reporting purposes (Operational Plan targets aligned to non-academic targets in Business plan)</li> </ul> <p>Responsible for:</p> <ul style="list-style-type: none"> <li>• End of line student matters               <ul style="list-style-type: none"> <li>○ Risk plans</li> <li>○ Social and emotional</li> <li>○ Tertiary prevention</li> <li>○ Attendance</li> </ul> </li> <li>• House system</li> <li>• Implementation and leadership of RSHS House system</li> <li>• Consult, assist and support HOLAs with development and planning around Positive Education in the classroom</li> <li>• Assist and support teachers in classroom with positive education strategies</li> <li>• Assist PCs with managing high risk students</li> <li>• WHITS and Flourishing surveys               <ul style="list-style-type: none"> <li>○ Implementation</li> <li>○ Data analysis</li> <li>○ Recommendations from findings</li> </ul> </li> <li>• Development and delivery of curriculum - Future Ready citizens               <ul style="list-style-type: none"> <li>○ Positive Education</li> <li>○ Love of learning and belonging (High performance/high care)</li> <li>○ Critical, collaborative and creative thinking</li> <li>○ 21C skills</li> </ul> </li> <li>• Respond to Health and wellbeing survey data to achieve student targets in Business Plan</li> <li>• Managing targeted pastoral care strategies that support and acknowledge our students and working collaboratively with House Leaders to develop and implement the Tute program</li> <li>• Implementation of a House system to RSHS</li> <li>• Policy review (Health, Attendance, Behaviour, Dress code)</li> </ul> <p>Line Management:</p> <ul style="list-style-type: none"> <li>• House leaders</li> <li>• Student Central Support Staff</li> <li>• Student leadership coordinator</li> </ul> <p>Committee leadership</p> <ul style="list-style-type: none"> <li>• Uniform</li> </ul> <p>This role may have a teaching component</p>	<p><u>Work in collaboration with Associate Principal:</u></p> <ul style="list-style-type: none"> <li>• Selection processes of Gifted &amp; Talented (languages) programs</li> <li>• Promotion of G&amp;T</li> <li>• Participate in selection interviews,</li> <li>• Language eligibility</li> <li>• Provide curriculum support (languages)</li> <li>• Prepare performance reports</li> </ul>