



## Leading Teacher Leader of Student Management (Year 11 or Year 12)

### Role

Leading the continued review development of a school environment that is safe and productive for all students and staff.

### Scope

Reports to the Principal.

Works as a member of

- School Leadership Team
- School Improvement Team – Engagement and Wellbeing (SIT - E&W))

Staff Leadership:

- Assistant Managers
- Mentor teachers
- Staff PDP leadership

### Key responsibilities

#### Data

- Identify and use school wide data to inform leadership actions
- Create, maintain, and report against a student management action plan based on the SSP and AIP

#### Student Management

- Lead the establishment of an environment of high expectations based on the school values of Respect, Responsibility, and commitment.
- Follow up incidents where school expectations have not been met, in a timely manner, including the involvement of the families / guardians as required.
- Liaise with the Assistant Principal in issues of serious misconduct / misbehaviour.
- Oversee the evaluation and implementation of the mentor program
- Identify, research and implement year level programs to improve the outcomes for the students at the school.
- Lead the monitoring of student progress using the FUSS reports, with follow up as required
- Lead the ongoing evaluation and implementation of how student achievements are acknowledged and celebrated

#### Student organisation

- Lead the review of the school's enrolment policy and oversee the implementation of the policy.



- Lead the maintenance of accurate and up to date data regarding enrolments and student programs.
- Lead the ongoing review and implementation of the school's attendance policy
- Lead the process for exits including support to the student and their family / guardians
- Plan and organise the orientation and induction programs, formal and valedictory events in conjunction with Education Support staff

### **Leadership**

- Involve key stakeholders and interested parties in the work involved in the role
- Present progress / information to the school community as appropriate

This role description may be reviewed at the discretion of the Principal. The Principal may also allocate additional responsibilities based on the needs of the school at any time in line with the description of a Leading Teacher outline below.

## **Roles and Responsibilities – Teacher Class**

### **Leading teacher**

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
- 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



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## SENIOR SECONDARY COLLEGE

- 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.

**Source: VGSA 2022 (p 68)**