



Glenunga International High School

Summary of Executive Leadership Responsibilities 2017

Principal	Deputy Principal / Head of Senior School/ Curriculum Development	Director Of Studies / Head of Middle School / Curriculum Implementation	Senior Leader / Data Management, Timetabling, & Daily Operations	Senior Leader / Maths & Technologies
<p><i>Strategic Directions</i></p> <p><i>Partnership with Governing Council & school community</i></p> <p><i>Partnership with Primary Schools & PreSchools in Greenhill South Partnership</i></p> <p><i>Student Attendance, Engagement & Achievement</i></p> <p><i>Student Wellbeing</i></p> <p><i>Human Resource Management</i></p> <ul style="list-style-type: none"> • Staffing Process • Staff Appointments & Wellbeing • Teacher W/Cover Management • Liaison with PAC <p><i>Crisis Management</i></p> <p><i>Quality Assurance / Continuous Improvement</i></p> <ul style="list-style-type: none"> • Annual Report & Strategic Plan • CIS Accountability • IB Accountability • Budget & School Finances • Census <p><i>The POD/Psychologist</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>PC09 Beyond School Commitments</i></p> <ul style="list-style-type: none"> • SASPA Board • SASPA Vice President • DECD Funding Stakeholders Group <p><i>EL Link with Year 8 / Program X</i></p>	<p><i>Head of Senior School and Senior School Management</i></p> <ul style="list-style-type: none"> • Student Advisory Teachers/Program • Events – Yr 12 Graduation, Orientation Day • Prefects (with Principal) <p><i>Quality Assurance</i></p> <ul style="list-style-type: none"> • Data Analysis • Annual Report & Strategic Plan • Literacy & Numeracy • Policy Handbook • CIS Accreditation • Assessment & Reporting Oversight <p><i>IB Diploma & Accreditation</i></p> <p><i>Innovative Technologies</i></p> <ul style="list-style-type: none"> • E Learning • Learning Technologies • Student Help Desk & Computer Crew • 1:1 Laptop Learning Program <p><i>Whole School Curriculum Development</i></p> <ul style="list-style-type: none"> • Pedagogical Framework for 21st Century Teaching & Learning / Student Free Days • SACE Curriculum • Australian Curriculum • IB Diploma Curriculum • IGNITE Curriculum • Literacy & Numeracy Improvement • Assessment and Reporting for 21st Century • Curriculum Guide <p><i>Whole School Student Behaviour Management</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>WHS</i></p> <p><i>English Learning Area</i></p> <p><i>EL Link with Yr 12 / Senior Tutorial</i></p>	<p><i>Head of Middle School</i></p> <ul style="list-style-type: none"> • Course Counselling Processes • Enrolments/Course Selection <p><i>Timetable Development & Implementation</i></p> <ul style="list-style-type: none"> • Subject Selection • Home Groups <p><i>Daily Management Oversight</i></p>	<p><i>DayMap</i></p> <ul style="list-style-type: none"> • Innovation & Improvement • Information Accuracy • Teachers' Professional Learning & Support • Attendance • Assessment Schedules/Grades Audit • Electronic Diaries / Homework • Parent Portal <p><i>Assessment & Reporting</i></p> <ul style="list-style-type: none"> • Teachers' Support • Production & Auditing of Reports • Student/Teacher/Parent Conferences <p><i>Daily Management</i></p> <ul style="list-style-type: none"> • Whole School Routines, Excursions, Deadlines • Calendar • Reliefs & Effective Processes • TRTs, Budget Management & Induction • Liaison with PAC • Start / End of Term Procedures • Exams • Web Preferences <p><i>Yard Duty</i></p> <p><i>Timetable /Assessment & Reporting</i></p> <p><i>Human Resource Management</i></p> <ul style="list-style-type: none"> • Staff Contracts & Reports • Leave Management <p><i>EL Planning Processes</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with non-Home Group Teachers</i></p>	<p><i>Technologies Learning Area</i></p> <p><i>Maths Learning Area</i></p> <p><i>EL Link with Yr 9 / Program X Implementation</i></p> <p><i>NAPLAN</i></p> <ul style="list-style-type: none"> • Preparation & Management of Procedures • Data Analysis <p><i>Development of STEM Thinking</i></p> <p><i>Last Week of the Year (With SSL's)</i></p> <p><i>Line Management / Performance Development & Accountability</i></p>



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AP Student Wellbeing / Student Leadership & Learner Support	AP International Mindedness & People Development	Business Manager	Director of Services
<p><i>Student Leadership</i></p> <ul style="list-style-type: none"> • Prefects (With Principal and DP) • Student Forum • Student Life (With Director) • Student Sport (With Director) <p><i>Personal Project / Personal Learning Plan</i></p> <p><i>Student Wellbeing</i></p> <ul style="list-style-type: none"> • Program X / Pedagogical Framework • Wellbeing & TfELInterface • Student Services • Students at Risk / NEP / Students with Learning Difficulties • Counselling Services/Data • CPSW/Chaplaincy program • Aboriginal Students • Uniforms/Uniform Committee • Buses/Student Transport • Canteen & Healthy Eating <p><i>Student Events</i></p> <ul style="list-style-type: none"> • Celebration Assemblies • Student Life & Sport Assemblies • Open Day / School Tours / Orientation • Year 7-8 Transition (With SSL's) <p><i>Environment</i></p> <p><i>Line Management/Performance Development & Accountability</i></p> <p><i>EL Link with Yr 10 / Program X Implementation</i></p>	<p><i>People Development</i></p> <ul style="list-style-type: none"> • Induction • Professional Learning • PD&A • RAN - EC; DCSI • Pre-Service Teachers • Early Career Teacher & Teachers New to Glenunga(with Innovative Pedagogies Leader) • Aspiring Leaders Program (with Innovative Pedagogies Leader) <p><i>International Management</i></p> <ul style="list-style-type: none"> • Study Tours • Strategic Alliances • International Events, Day & Visual Representations • Teacher & Student Exchanges <p><i>International Students Program</i></p> <ul style="list-style-type: none"> • Enrolments & Transition • ISP client services • ISP student well being, attendance & achievement • ISEC and ISP Curriculum & Operations Management <p><i>SOL Liaison</i></p> <p><i>Publications & Communications (Website Management)</i></p> <p><i>Destination Data</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with Yr 11 / Program X Implementation / Senior Tutorial</i></p>	<p><i>Facilities and Resources</i></p> <ul style="list-style-type: none"> • Infrastructure Management • Repairs & Maintenance • Security Systems <p><i>Finance Management & Budget Development</i></p> <ul style="list-style-type: none"> • RES reconciliation and queries • School Budget: Development & Monitoring • Financial Analysis • Financial Systems Development (SFMS) <p><i>Information Management/Data Development</i></p> <ul style="list-style-type: none"> • Technology: Whole School Problem Solving • Staff Helpdesk; Needs Attention; Student Helpline • Data Systems Management (EDSAS / LMS / TT etc) • Systems Development & Management • IT Infrastructure • IT Software development and management • Documentation and File Management <p><i>HR Management</i></p> <ul style="list-style-type: none"> • Staffing <p><i>Line Management/Performance Development & Accountability</i></p> <ul style="list-style-type: none"> • Curriculum SSO's (oversight with Coordinators) • IT Services 	<p><i>High Quality Service Delivery</i></p> <ul style="list-style-type: none"> • Public 'face' of school/Reception/Service Desk • Whole School Problem Solving / Connecting People • 21st Century Work Practices for SSO's <p><i>Facilities</i></p> <ul style="list-style-type: none"> • Refurbishing / Furniture • School Cleaning & Appearance • Liaison with Burnside Council • Security Keys & Fobs • Hiring <p><i>WHS (With Deputy Principal)</i></p> <p><i>Financial Management</i></p> <ul style="list-style-type: none"> • Day-to-Day Management • Debt Collection • Budget Manager Support, Auditing & Reporting <ul style="list-style-type: none"> • First Aid/Sick Room • Immunisations <p><i>HR Management</i></p> <ul style="list-style-type: none"> • SSO Meetings • Professional Learning/SFD's • Induction • Leave Management/Time Books/TOIL <p><i>Line Management / Performance Development & Accountability</i></p> <ul style="list-style-type: none"> • Admin Team • Student Services • Finance Services • Property Manager