



Glenunga International High School

Summary of Executive Leadership Responsibilities 2018

Principal	Deputy Principal	Director Of Studies	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 Oversight</i></p> <p><i>Student Wellbeing Oversight</i></p> <p><i>Human Resource Management</i></p> <ul style="list-style-type: none"> • Oversight of 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 <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>Head of Senior School and Senior School Management</i></p> <ul style="list-style-type: none"> • Events – Yr 12 Graduation, Orientation Day • Prefects (with Principal and Assistant Principal) <p><i>Quality Assurance</i></p> <ul style="list-style-type: none"> • Data Analysis • Annual Report • School Improvement Plan • Policy Handbook • CIS Accreditation <p><i>IB Diploma & Accreditation</i></p> <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 / VET Curriculum • Australian Curriculum • IB Diploma Curriculum • IGNITE Curriculum • Literacy & Numeracy Improvement • Program X 21st Century learning strand <p><i>Innovative Technologies</i></p> <ul style="list-style-type: none"> • Learning Technologies • Student Help Desk & Computer Crew • 1:1 Laptop Learning Program <p><i>Senior School Student Behaviour Management Oversight</i></p> <p><i>WHS</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with Yr 12 / Program X(?)</i></p>	<p><i>Head of Middle School and Middle School Management</i></p> <p><i>Whole School Data Management</i></p> <p><i>Timetable Reconceptualisation, Implementation & Monitoring</i></p> <ul style="list-style-type: none"> • Course Counselling Processes • Student / Staff Timetables • Class Sizes • Home Groups • Curriculum Guide • Liaison with Learning Area Leaders <p><i>Oversight</i></p> <ul style="list-style-type: none"> • Learner Management System • Assessment & Reporting • Daily Management • Exams • Census <p><i>Human Resource Management</i></p> <ul style="list-style-type: none"> • Staff Appointments • Staff Wellbeing • Staff Contracts & Reports • Leave Management <p><i>School of Language (SOL) Liaison</i></p> <p><i>Middle School Student Behaviour Management Oversight</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with Year 8 / Program X Implementation</i></p>	<p><i>Learner Management System</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"> • Production & Quality Assurance of Reports • Student / Teacher / Parent Conferences <p><i>Daily Management</i></p> <ul style="list-style-type: none"> • Whole School Routines • Excursions • Calendar • Reliefs & Effective Processes • TRTs Recruitment Induction & Oversight / Budget Management • Start / End of Term Procedures • Exams • Yard Duty <p><i>Timetable (with Director of Studies)</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>Links with Primary Schools in Maths and Technologies</i></p> <p><i>NAPLAN</i></p> <ul style="list-style-type: none"> • Preparation & Management of Procedures • Data Analysis • Numeracy Improvement <p><i>Development of STEM Thinking</i></p> <p><i>Last Week of the Year (With SSL's)</i></p> <p><i>Timetable (with Director of Studies)</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with Yr 9 / Program X Implementation</i></p>



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Assistant Principal Student Wellbeing / Student Leadership & Learner Support	Assistant Principal 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>Action Project (previously Personal Project)</i></p> <p><i>Student Wellbeing/Learner Support</i></p> <ul style="list-style-type: none"> • Wellbeing Council • Wellbeing Data /Outcomes • Program X Strand / Pedagogical Framework • Wellbeing & TIEL Interface • Student Services • Students at Risk / NEP / Students with Learning Difficulties • Counselling Services / Data • PSW 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>Sustainable Lifestyle</i></p> <p><i>Line Management / Performance Development & Accountability</i></p> <p><i>EL Link with Yr 11 / Program X Implementation</i></p>	<p><i>People Development</i></p> <ul style="list-style-type: none"> • Induction • Professional Learning • PD&A Whole School Processes • RAN - EC; DCSI • Pre-Service Teachers / Interns • Early Career Teacher & Teachers New to Glenunga (with Innovative Pedagogies Leader & Director of Studies) • Aspiring Leaders Program (with Director of Studies) <p><i>International Management</i></p> <ul style="list-style-type: none"> • Study Tours • Strategic Alliances • International Events, Week & 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 wellbeing, attendance & achievement • ISEC and ISP Curriculum & Operations Management <p><i>International Mindedness Across the School/Program X Strand redevelopment</i></p> <p><i>International Mindedness Council</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 10 / Program X Implementation / Personal Learning Plan</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 • Oversight of Staff Helpdesk; Needs Attention; Student Helpline • Data Systems Management (EDSAS / LMS / TT etc) • IT Infrastructure • Documentation and File Management <p><i>HR Management</i></p> <ul style="list-style-type: none"> • Staffing • Professional Learning (with Director of Services) • PD&A Processes (with AP People Development) <p><i>Line Management/Performance Development & Accountability</i></p>	<p><i>High Quality Service Delivery</i></p> <ul style="list-style-type: none"> • Public 'face' of school/Reception/Service Desks • Whole School Problem Solving re Services • 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 • Hirers <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"> • Staffing • SSO Meetings – Agenda & Minutes • Professional Learning (with Business Manager) • Induction • Leave Management/Time Books/TOIL • PD&A Processes (with AP People Development) <p><i>Line Management / Performance Development & Accountability</i></p>