



# Blaxland Public School

## ROLES and RESPONSIBILITIES



NSW government schools operate in a culturally diverse and changing society that has high expectations of its schools and the learning outcomes of students. Blaxland Public School is part of a system that is committed to the principles of inclusiveness, equity, social justice, ethical practice and excellence.

Each member of staff , their role and responsibilities are respected, appreciated and recognised as pivotal to the smooth operation of this school and the delivery of quality education in a safe, healthy and happy environment.

## **THE PRINCIPAL**

The Principal occupies the pivotal position in the school and is accountable for leadership and management consistent with relevant state legislation and the policies and priorities of the NSW government. The task is complex and requires the Principal to be the leader in the school community.

### **Educational Leadership**

The Principal is accountable for:

- the education and welfare of all students;
- providing quality education for all students in accordance with the policies and priorities of the NSW Government and the curriculum requirements of the Board of Studies;
- effective teaching and learning practices throughout the school;
- developing the school's vision, priorities and targets which are reflected in the annual school plan;
- translating the school's vision, priorities and targets into explicit policies and practices and
- developing a culture which demonstrates that learning is valued  
Developing a culture of collaboration, in which all members of the school community contribute to the achievement of shared goals.

### **Educational Programs**

The Principal is accountable for:

- the relevance of the total school curriculum to meet individual and group needs;
- the implementation of syllabus documents consistent with current Board of Studies and department of Education and Training requirements in the context of the local school environment;
- the development and implementation by all teaching staff of sequenced teaching learning; programs relevant to the current needs of all students and including anticipated learning outcomes;
- the implementation of varied teaching and learning strategies which take into account the learning styles and needs of students and
- the evaluation of teaching and learning programs including the assessment of student outcomes.

### **Learning Outcomes**

The Principal is accountable for:

- teachers identifying the individual learning needs of students and assisting each student to maximise his or her learning outcomes;
- evaluating student learning outcomes consistent with a documented school assessment policy;
- reporting student achievement to parents, students, teachers and the school community;
- analysing school-based and system-wide student assessment data which impacts upon school priorities, targets and teaching and learning programs to improve student outcomes and
- targeting available financial, physical, human and technological resources to achieve quality learning outcomes.

### **Student Welfare**

The Principal is accountable for:

- a comprehensive student welfare and discipline policy which is regularly reviewed and which includes the principles of natural justice and procedural fairness;
- policies, programs and practices which are regularly reviewed and which promote the protection, safety, self-esteem and welfare of students;
- addressing the welfare needs of each student in a safe, responsive and harmonious teaching and learning environment;
- providing staff training that will promote the consistent implementation of student welfare and discipline procedures - in particular child protection and
- practices that ensure all students are treated in accord with their special needs.

### **Staff Welfare, Development and Management**

The Principal is accountable for:

- promoting a collegial and co-operative culture to support team effectiveness and to encourage individual development;
- effective communication and decision-making processes within the school;
- informing staff of their responsibilities under Departmental procedures and guidelines including the Code of Conduct;
- clarifying the duties of school staff and ensuring staff appropriately exercise their delegated responsibilities;
- facilitating the professional growth of staff through the promotion of teacher efficiency in student welfare and assessment, curriculum development and evaluation, planning, classroom management and teaching skills;
- implementing specific programs for the development of staff who experience difficulties in the performance of their duties;
- the maintenance by all staff of documentation required in the completion of their duties;
- supervising and evaluating the implementation of teaching and learning programs and associated teaching strategies and
- inducting staff in the requirements of policies and mandatory training procedures.

### **Physical and Financial Resource Management**

The Principal is accountable for:

- an annual budget and annual school financial statement;
- plans to maximise the operation of the school within available physical and financial resources;
- appropriate application of existing resources to identified areas of need including school buildings and grounds;
- financial management practices which meet Departmental and legislative requirements;
- identifying occupational health and safety issues and
- maintaining appropriate records in accordance with Audit requirements.

### **School and Community Partnerships**

The Principal is accountable for:

- providing opportunities for and promoting school community participation in developing the school's vision statement, priorities, targets and school policies;
- maintaining open communication throughout the school community and with other government agencies;
- acknowledging the views and expectations of, and working with parents for the personal, social and educational welfare of their children;
- supporting the operation of school-based parent organisations which may involve community members;
- providing opportunities for and promoting participation of the school community in the annual school self-evaluation process and production of an annual school report;
- forming effective partnerships with the school community, business and industry where appropriate and
- promoting public education and training.

## THE TEACHERS

### Professional Responsibilities

*To ensure students in the NSW public education system are provided with every opportunity for a quality education in a safe environment, it is essential that all teachers are aware of and comply with their professional responsibilities.*

*Teachers have a responsibility to ensure that students gain the knowledge and skills they require to become effective learners and ultimately effective and responsible citizens and to understand and appreciate the values and beliefs supported by Australian society. (NSW DET Recruitment and Employment, July 2005)*

### The teachers will:

- be conscious of their special duty of care to the students of Blaxland Public School in educational

activities in and out of school;

- demonstrate the highest standards of professional behaviour, exercise professional judgement and act in a courteous and sensitive manner when interacting with students, parents or caregivers, staff and the public;
- collaborate in the development of school plans, policies, and programs;
- devise and document teaching and learning programs and develop and implement appropriate evaluation mechanisms;
- be conscious of the need for equitable treatment of all students, including those with disabilities or other special needs; meet the individual learning needs of students and assist each student to maximise his or her learning outcomes;
- effectively manage and implement programs for [child protection and student welfare](#);
- undertake appropriate ongoing professional development to promote competence in curriculum development, delivery and evaluation, classroom management and teaching skills;
- comply with legislative and industrial requirements and the Department's *Code of Conduct*, policies and procedures;
- be familiar with the provisions of legislation relevant to your official responsibilities;
- comply with reasonable directions given by a supervisor/principal and adhere to the official guidelines concerning the performance of your duties;

- implement the priorities of the Department and the school and ensure their professional actions reflect Government policy and departmental procedures and guidelines;
- be fair in exercising delegated responsibility and promote personal and professional development of staff;
- perform their duties efficiently and effectively and with honesty, integrity and fairness at all times;
- ensure that decisions are made fairly and conveyed promptly to appropriate parties;
- use information gained in the course of employment only for proper and appropriate purpose;
- use public resources economically;
- behave in such a manner as to protect and enhance the esteem and standing of public education. In particular:
  - not, under any circumstances, engage in conduct of a sexual nature with a student. This does not include Child Protection sexually explicit teaching content that is prescribed curriculum material in which sexual themes are contextual;
  - ensure medications and non prescribed medications (such as analgesics) are administered in accordance with departmental guidelines.
  - not use any form of discipline that includes any threat of physical violence or harm, corporal punishment or engage in any form of behaviour which could cause physical, emotional or psychological harm to students.

## **SCHOOL ADMINISTRATION MANAGER**

The School Administration Manager works closely with the Principal and is pivotal in the efficient management of the school's financial and administrative functions and the supervision and training of school administrative officers, as well as providing assistance in school routines and working with teachers.

### **Finance**

The School Administration manager will:

- participate in financial decision making processes;
- provide financial advice;
- manage end of year computerised and manual financial procedures;
- implement and maintain school financial systems and
- oversee day to day banking, bookkeeping and general accounting duties, including receipting and ordering

### **Office and Reception**

The School Administration Manager will oversee:

- reception duties (phone calls, messages, appointments etc);
- student enrolment;
- the drafting and preparation of correspondence;
- filing, recording, indexing and record systems;
- school mail;
- operating / maintaining office and classroom equipment;
- purchase and hire quotations for equipment;
- maintenance and disposal of equipment;
- quotations for minor maintenance;
- computerised school publications and
- photocopying, duplicating, printing and binding of school documents and learning materials

### **Supervision**

The School Administration Manager will oversee:

- the allocation of assistant officers;
- the allocation and coordination of workloads in the areas of financial procedures, administration; and support for teaching and learning activities;
- the training and development of assistant officers;
- the application of EEO principles and
- facilitation of performance management for assistant officers

## **Administration**

The School Administration Manager will:

- participate in the development and implementation of school management plans and
- manage computerised and manual financial and administrative systems

The School Administration Manager will oversee:

- recording, transcribing and collating of information including the operation of computerised administrative systems;
- ordering, purchasing, receiving, despatching and stocktaking materials, goods and consumables, including compiling orders, unpacking, checking, sorting, shelving and storing items and maintaining inventories and
- servicing school committees – when required

## **Teacher and Student Support**

The School Administration Manager will oversee:

- preparation of student resources at suitable standard;
- equipment maintenance;
- work area maintenance;
- the caring of sick or injured students;
- administering first aid (St John's First Aid Certificate or equivalent required);
- the use of computerised library systems for accessioning, ordering, invoicing, monitoring of expenditure, cataloguing, data input and retrieval;
- teacher assistance;
- the assistance of excursion organisation and
- the management of lost property.

## **Other Duties**

Undertaking other related duties as determined by the principal.

## **SCHOOL ADMINISTRATION OFFICER**

The School Administrative Officer works closely with the Administration Manager and is pivotal in their support of both office work and teaching and learning in the school.

The School Administration Officer, under the guidance of the School Administration manager will assist:

- day to day banking, bookkeeping and general accounting duties, including receipting and ordering and
- end of year computerised and manual financial procedures;

## **Office and Reception**

The School Administration Officer, under the guidance of the School Administration manager will assist with:

- reception duties (phone calls, messages, appointments etc);
- student enrolment;
- the drafting and preparation of routine correspondence;
- filing, recording, indexing and record systems;
- collecting, distributing and posting mail;
- operating / maintaining office and classroom equipment;
- purchase and hire quotations for equipment;
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- the assistance of excursion organisation and
- the management of lost property.

## **Other Duties**

Undertaking other related duties as determined by the principal or the supervisor.

## **Teacher's Aide (Special)**

The Teacher's Aide, under the supervision of a teacher is pivotal in the support of students with specific and special needs in school activities.

The Teacher's Aide, under the guidance of a teacher will:

- provide assistance with school routines;
- support with classroom activities and
- care and manage identified students

The Teacher's Aide (Special), under the guidance of a teacher will assist:

- the implementation of individual learning programs and individual transition programs;
- in the provision of opportunities for social, personal, and independent living skills;
- personal care needs appropriate to the individual student;
- assisting students with eating and drinking – where required;
- supervision of students on excursions, during sport and in the playground – where required;
- with medication, keeping a medication register;
- minor maintenance of physical or electronic equipment used by the student;
- serving as part of a transdisciplinary (education and therapy) team in the implementation of individual educational programs and
- in communicating with students and recording performance data during the implementation of individual programs.

### **Other Duties**

Undertaking other related duties as determined by the principal or the supervisor.

## **GENERAL SCHOOL ASSISTANT**

The General School Assistant is pivotal to the operation of the school, meeting occupational, health and safety guidelines and providing a teaching and learning environment supportive of quality education.

### **Responsibilities**

The General School Assistant will:

- the prepare and maintain equipment;
- prepare materials and construct teaching aids;
- oversee the minor maintenance of buildings, plant and equipment ;
- support with school reception and the distribution of stores goods delivered to the school and
- maintain school playing fields, gardens and lawns.

## **SCHOOL CLEANER**

The School Cleaner is pivotal to the operation of the school, meeting occupational, health and safety guidelines and providing a teaching and learning environment supportive of quality education.

The School Cleaner will:

- operate vacuum cleaners to clean floors, work areas and machinery;
- clean, dust and polish furniture and fittings;
- strip wax and polish from floors;
- sweep, mop and polish floors;
- clean walls and windows;
- clean and disinfect laundry, kitchen, toilet and bathroom fixtures and floors
- empty and clean waste containers
- clean areas surrounding buildings, such as paths and entrances
- remove graffiti – where able