

Position Descriptions of Staff employed at Lake Charm Primary School

IN COMPLIANCE WITH MINISTERIAL ORDER NO.870 Clause 10
Child Safe Standard 4

Victorian government schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The school's Child Safety Code of Conduct is available on the school's website.

Principal

Position:	Principal
Duties/Responsibilities:	<p>The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in a community through the strategic deployment of resources provided by the Department and the school community. A key component of this role is to increase the knowledge base of teachers within their school about student learning and quality teacher practice.</p> <p>At the same time, the principal, as executive officer of the school council, must ensure that adequate and appropriate advice is provided to the council on educational and other matters; that the decisions of the council are implemented; and that adequate support and resources are provided for the conduct of council meetings.</p> <p>Principals have a clear set of accountabilities, which distinguish their work from other employees in the Teaching Service and the education community and are set out in detail in the contract of employment. The principal is accountable for the overall leadership, management and development of the school within state-wide guidelines and Government policies. The core accountabilities of all principals are to:</p> <ul style="list-style-type: none"> – Ensure the delivery of a comprehensive, high quality education program to all students. – Ensure they follow the school's policies and procedures; this includes those related to Child Safety – Ensure students are within a Child Safe Environment – Be executive officer of the school council. Implement decisions of the school council. – Establish and manage financial systems in accordance with the Department and school council requirements. – Represent the Department in the school and the local community. – Contribute to system-wide activities, including policy and strategic planning and development. – Effectively manage and integrate the resources available to the school. – Appropriately involve staff, students and the community in the development, implementation and review of school policies, programs and operations. – Report to the Department, school community, parents and students on the achievements of the school and of individual students as appropriate. – Comply with regulatory and legislative requirements and Department policies and procedures.
Qualifications Required:	VRQA registration- current- including police and working with children check.
Other Requirements:	Completion of Mandatory Reporting Module (annual)

Classroom Teacher

Position:	Classroom Teacher
Duties/Responsibilities:	<p>Classroom teachers play a significant role in assisting the school to improve student performance and educational outcomes determined by the school strategic plan and state-wide priorities and contributing to the development and implementation of school policies and priorities. A critical component of this work will focus on increasing the knowledge base of staff within their school about student learning and high quality instruction to assist their school to define quality teacher practice.</p> <p>Classroom teachers will be expected to:</p> <ul style="list-style-type: none"> - Have the content knowledge and pedagogical practice to meet the diverse needs of all students - Model exemplary classroom practice and mentor/coach other teachers in the school to engage in critical reflection of their practice and to support staff to expand their capacity - Provide expert advice about the content, processes and strategies that will shape individual and school professional learning - Supervise and train one or more student teachers - Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved. <p>Additional responsibilities may include but are not limited to:</p> <ul style="list-style-type: none"> - Managing and supervising a team of teachers in the planning, implementation and review of teaching and learning programs according to the school strategic plan's goals and priorities - Leading the development of curriculum policies and programs - Managing the supervision of student teachers - Co-ordinating the development and implementation of curriculum in small schools - Managing specific year levels or learning areas - Managing a specialist function, such as sport, careers, student welfare, excursions or camps - Developing and managing the school transition program as it relates to Pre-School to Year Prep and/or Year 6 to Year 7 transition and facilitating the associated orientation programs - Assisting the principal with the performance of specific functions appropriate to the classification and role. - Ensure they follow the school's policies and procedures; this includes those related to Child Safety
Qualifications Required:	VRQA registration- current- including police and working with children check.
Other Requirements:	Completion of Mandatory Reporting Module (annual) First Aid- Workplace Level 1- (recommended)

Education Support -Business Manager

Position:	Education Support -Business Manager Education support class Level 1 Range 3
Duties/Responsibilities:	<p>Education support class positions are diverse and cover the delivery of support services that include school administration and operations (e.g. human resources, finance, facilities,), school support services (e.g. library, laboratory, information technology), direct student and teaching support (e.g. classroom assistance to teachers, careers counselling, student health and wellbeing).</p> <p>Positions at this range may have management responsibility and accountability for the delivery of professional support services. Positions will usually impact beyond the work area and professional field to the extent it will be necessary to gain the cooperation of other staff members or members of the school community to achieve specific objectives. The role provides a degree of latitude for the employee to determine how work goals and targets are achieved in accordance with standard procedures and school policy. Business management and professional student support positions becomes a feature at this level.</p> <p>Responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> – Manage and direct the preparation of annual budgets and regular financial statements and contribute to financial decision making – Coordinate a range of functions, such as finance, human resources and other support areas that contributes significantly to the business management function within the school – Manage the delivery of a particular service or function (e.g. finance, library, human resources, facilities) – Manage a school science laboratory where a variety of tests are undertaken, including activities that are not routine and techniques that are not standard – Advise teachers and students on aspects of information technology and use in the school – Conduct training and instruction to school colleagues within the technical field – Provide standard professional services independently within defined organisational and professional parameters – Provide operational leadership and strategic planning with respect to professional service delivery – Provide complex professional reports requiring in-depth factual analysis, including assessments and recommendations for consideration by others – Provide standard clinical professional services to students within the parameters of school policy and guidelines – Ensure they follow the school’s policies and procedures; this includes those related to Child Safety .
Qualifications Required:	Current Police Check and Working with Children Check
Other Requirements:	Completion of Mandatory Reporting Module (annual) First Aid- Workplace Level 1 (recommended)

Casual Replacement Teachers

Position:	Casual Replacement Teachers
Duties/Responsibilities:	As per position description for Classroom Teacher Range 1 – Ensure they follow the school’s policies and procedures; this includes those related to Child Safety
Qualifications Required:	VRQA registration- current- including police and working with children check.
Other Requirements:	Completion of Mandatory Reporting Module (annual) – (recommended) First Aid- Workplace Level 1 (recommended)

Cleaner

Position:	Cleaner
Duties/Responsibilities:	- Ensure they follow the school’s policies and procedures; this includes those related to Child Safety .
Qualifications Required:	
Other Requirements:	Contract Cleaners Panel endorsement or exemption – current.

It is the responsibility of the Principal to verify information provided by employees with regard their qualifications, registration status and record checks (police and working with children). Copies of registration, qualification and record checks are to be kept in personal files in the main office.

This document is to be presented and endorsed at School Council in September of every year. It should be included in the Lake Charm Primary School Policy Schedule to ensure it is reviewed annually.