

# Roles and Responsibilities

## Deputy Principals

### 2021

January 2021



Sydney Distance Education High School



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### Deputy Principals

Deputy Principal (7-9)	Deputy Principal (10)	Deputy Principal (11-12)
<b>School Plan Implementation</b>		
<ul style="list-style-type: none"> <li>Lead ongoing review of School Plan implementation with focus on supporting and documenting the achievement of term milestones and annual improvement measures within areas of faculty and team responsibilities.</li> </ul>		
<b>Leading and managing responsibility for school community</b>		
<ul style="list-style-type: none"> <li>Teaching and learning               <ul style="list-style-type: none"> <li>Manage issues and respond to concerns raised by staff, supervisors, parents, caregivers and the broader school community</li> </ul> </li> <li>Student leadership and wellbeing support               <ul style="list-style-type: none"> <li>Promote and support student leadership opportunities</li> <li>Support HTs Welfare, and attend Student Wellbeing Team meetings</li> <li>Monitor student at risk programs, HSLO referrals, attendance and engagement</li> <li>Manage exemption from attendance and exemption from enrolment processes</li> <li>Supervise court order processes</li> </ul> </li> <li>Student assessment and malpractice issues               <ul style="list-style-type: none"> <li>DP (10): includes N Determination processes with HT Secondary Studies</li> <li>DP (11-12): includes N Determination processes with HT Secondary Studies and Assessment Appeal Panels</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Science, TAS, Secondary Studies (Student Engagement and Student Reviews), Administration (Enrolments), Administration (Staffing), Secondary Studies (Years 7-9 with Middle School), Welfare (Years 7-9), Teaching and Learning (Learning and Support with Library)</li> </ul>	<ul style="list-style-type: none"> <li>English, History, Mathematics, VET (with Careers), Teaching and Learning (elearning), Teaching and Learning (Technology: Systems and Support), Teaching and Learning (Online Teaching) Secondary Studies (Year 10 with Aboriginal Studies), Welfare (Year 10)</li> </ul>	<ul style="list-style-type: none"> <li>CAPA, Social Sciences, PDHPE, Secondary Studies (Years 11-12 with Habits of Mind), Teaching and Learning (Assessment and Reporting), Administration (Single course with events and accreditation support), Welfare (Years 11-12) and SASS Team support)</li> </ul>

Deputy Principal (7-9)	Deputy Principal (10)	Deputy Principal (11-12)
<b>Executive Leadership</b>		
<ul style="list-style-type: none"> <li>• Lead DP executive teams including performance and development support and executive supervision</li> <li>• Roles and responsibilities documentation – DP (7-9): Head Teachers, DP (10): Faculty, DP (11-12): SASS</li> <li>• Mentoring of relieving Deputy Principals</li> <li>• EOIs within faculties and teams</li> <li>• Executive mentoring</li> </ul>		
<b>School programs, policies, procedures and organisation</b>		
<ul style="list-style-type: none"> <li>• Complete school based policy monitoring identified by Department or school in consultation with appropriate staff including Principal: DP (7-9) Policy 1, DP (10) Policy 2, DP (11-12) Policy 3</li> <li>• Review school policies and procedures, with HT Secondary Studies, and recommend updates to senior executive where appropriate</li> <li>• Monitor with other DPs school involvement in distance education collegial networks in areas of faculty and team responsibility</li> <li>• Convenor, Selection Panels</li> <li>• Staff wellbeing</li> <li>• Professional learning: DP (7-9) budget and approvals, DP (10) PL Team with SDDs and promotion of PL opportunities, DP (11-12) early career teachers and new teachers induction programs, and mandatory training with compliance register</li> <li>• Executive induction programs within areas of faculty and team responsibility</li> </ul>		
<ul style="list-style-type: none"> <li>• Lead and manage school staffing including casual staffing, staff leave, variations to routine, temporary teacher engagements, term staffing audits, faculty staffing summary and staffing for flexible learning projects and monitoring of unfilled vacancies</li> <li>• Lead and manage Aboriginal education programs</li> <li>• Approve field service visit budget and travel claims</li> <li>• Point of contact for issues relating to staff and student safety outside school grounds</li> <li>• Supervise Stage 4 to Stage 5 rollover process</li> <li>• Liaise with Plunkett Street Primary School</li> <li>• Lead testing and implementation phases of the new school database TRACE, with DP (10)</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and manage elearning and online teaching</li> <li>• Distribute NESAs online publications for NESAs</li> <li>• Supervise Stage 5 to Stage 6 rollover process</li> <li>• Manage current school database</li> <li>• Lead testing and implementation phases of the new school database TRACE, with DP (7-9)</li> <li>• Lead preparation for NESAs registration processes, except 4.4.3 and 4.7.4 (distance education)</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and manage performance and development processes</li> <li>• Lead and manage accreditation processes</li> <li>• Lead Student Wellbeing Policy and Student Review and Engagement Policy refinements</li> <li>• Organise and manage annual staff meeting program</li> <li>• Lead Annual Report publication</li> <li>• Lead preparation for NESAs registration processes, 4.4.3 and 4.7.4 (distance education)</li> </ul>

Deputy Principal (7-9)	Deputy Principal (10)	Deputy Principal (11-12)
<b>Teams</b>		
<ul style="list-style-type: none"> <li>• School Self-Assessment and Evaluation Team, Member</li> <li>• Student Wellbeing Team, Member</li> <li>• Learning and Support Team, Member</li> <li>• Work, Health and Safety Team, Member</li> <li>• Finance Team, Member</li> </ul>		
<ul style="list-style-type: none"> <li>• Professional Learning Team, Member</li> </ul>	<ul style="list-style-type: none"> <li>• Connected Teaching &amp; Learning Team Leader, including leadership of 3 teams: elearning, online teaching and systems and support</li> <li>• Professional Learning Team, Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Learning Team, Member</li> </ul>
<b>State, NESAs and Department</b>		
<ul style="list-style-type: none"> <li>• Lead and support State, NESAs and the Department’s educational reform agendas, policies and procedures</li> </ul>		
<b>Community</b>		
<ul style="list-style-type: none"> <li>• Respond to requests, suggestions and other issues</li> <li>• Complaints manager for student years of responsibility</li> </ul>		