

WMYC and WSSC Position Description

Job Title	LT Student Outcomes WSSC		
Line Manager	Assistant Principal Student Operations WSSC	Year	2018

Purpose of Position

The Student Outcomes Leading Teacher is responsible for all aspects of student reports, VASS, VCAA as well as school wide events such as awards ceremonies.

Objectives

- To establish and promote high expectations and a positive tone by continuously challenging the status quo and raising the standards of student achievement
- To apply a continuous improvement approach to the policies, processes and programs related to this role
- To ensure consistency of student reporting across the college
- To ensure consistent monitoring of student achievement in VCE and VCAL across all Houses.
- To ensure all VCAA and VASS obligations are met to the highest possible standard.

Major Areas of Responsibility

- Visible leadership
- Contributing to the staff performance review, VIT mentoring and induction processes
- Staff leadership, development and support
- Coordinate the report writing process through the use of Accellerus.
- Provision of staff PD in the use of Accellerus
- Coordinate VASS
- Coordinate Valedictory and awards ceremonies.
- Manage VCAA and trial exams

Key Tasks

Visible leadership

- Lead and manage the implementation of whole-school improvement initiatives related to school and DET priorities (including, but not limited to DET Values, Child Safe Standards and Respectful Relationships)
- Model high levels of educational leadership, promoting a safe, positive and inclusive environment for all staff, students and members of the community
- Implement the college learning and teaching pedagogies and support the ongoing development of all staff through feedback, coaching and making yourself available to be observed in your classroom practice
- Implement ongoing monitoring and tracking of progress for programs implemented within your role and provide relevant data as appropriate (e.g. Census, Annual Reports, attendance, program review recommendations)
- Lead the development and review of school policies and processes and ensure these are consistently implemented by all staff

Contributing to the staff performance review, VIT mentoring and induction processes

- Lead allocated staff through the staff review process
- Support allocated staff through the VIT mentoring process
- Contribute to the staff induction process as appropriate
- Lead staff in professional development and implementation of both college's teaching & learning expectations

Staff leadership, development and support

- Provide general leadership to staff consistent with the school vision, goals and priorities including the pathways approach to student management through the school
- Lead respective assistant House Leaders ensuring the support needed for the delivery of school expectations
- Take the lead role in all activities associated with your House
- Support teachers to develop a toolbox of strategies for assisting teachers with taking responsibility for classroom student management and engagement
- Manage individual students where their behaviour and wellbeing concerns are beyond the scope of a classroom teacher
- Participate in professional development that enhances the role
- Leading and managing the provision of professional learning and developing individual and team performance and development plans
- Promote and lead the development of appropriate professional development activities
- Leading and managing the implementation of the school and DET operations and policies related to student welfare and discipline, including but not limited to the Child Safe Standards
- Lead the development and consistent implementation of student welfare and discipline policies and processes across the school
- Leading and managing the implementation of the school operations and policies related to student welfare and discipline
- Lead the development, review and management of the school code of conduct
- Maintain thorough and accurate records of all students (e.g. SSG notes)
- Ensure all students in your House have an up to date CAPS plan and ILP as necessary
- Lead students and teachers in restorative practices and SWPBS (WMYC)

Coordinate the report writing process through the use of Accellerus.

- Liaise with the Learning Technology staff re: installation and production of upgrades, network and notebook versions of Accellerus.
- Ongoing evaluation of Accellerus as a report writing tool.
- Liaise with the Assistant Principals Curriculum and Student Operations and the Learning Culture Coordinators to develop appropriate timelines for the efficient and effective use of Accellerus as a report writing tool.
- Evaluate and make recommendations to the relevant bodies in regard to school policy and procedures on technology services
- Support staff in the development of appropriate computer skills to utilise Accellerus
- Ensure a school wide consistency of student reports
- Ensure reporting timelines are adhered to
- Work as part of the curriculum team to enhance the role and position.
- Participate in professional development to enhance the role and position
- Seek feedback from all users regarding the effectiveness of the reporting process

Coordinate VASS

- Staff PD around VASS processes. Eg: moderation, ranking, interpreting data.
- Monitor VCE/VCAL eligibility of all students including developing processes and systems to do so.

- Upskill teaching staff in moderation, ranking and data analysis to ensure continued improvement in these areas
- Analyse VCE/VCAL data
- Ensure data entry into VASS is completed efficiently, accurately and in a timely fashion

Coordinate Valedictory and awards ceremonies.

- Ensure the smooth running of the ceremonies.
- Work with House Leaders, ES staff and curriculum leaders to ensure all tasks are completed
- Maintain accurate records in relation to these ceremonies

Manage VCAA and trial exams

- Ensure the smooth running of these exams
- Effectively communicate with students (through year level assemblies), parents and school staff to ensure compliance to rules and regulations at all times.
- Work closely with external exam supervisors to ensure smooth running of exams
- Ensure school policies, procedures and record keeping are in line with VCAA regulations
- Manage non scored VCE process to ensure consistency across all houses