



# IRRAWANG PUBLIC SCHOOL

## LEADING AND MANAGING THE SCHOOL PROCEDURE



**Last Review: Term 2, 2024 Next Review: Term 1, 2025**  
**Principal: Mrs Stacy Mathieson**

### 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 New South Wales Education Standards Authority (NESA).
- 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
- 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.
- Handling all COVID 19 situations including reporting to the DEL and the injury hotline 1800 811 523.

### 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 NESA requirements in the context of the local school environment
- The development and implementation by all teaching staff of sequenced teaching and 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
- Evaluation of teaching and learning programs including the assessment of student outcomes.

### LEARNING OUTCOMES

The principal is accountable for ensuring:

- Teachers identify the individual learning needs of students and assisting each student to maximise his or her learning outcomes
- Evaluated student learning outcomes consistent with a documented school assessment policy
- Reporting student achievement to parents, students, teachers and the school community is regular and consistent.
- Analysis of school-based and system-wide student assessment data which impacts upon school priorities, targets and teaching and learning programs to improve student outcomes.

- Targeted 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
- 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 and child protection.
- 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, through the executive team.
- Supervising and evaluating the implementation of teaching and learning programs and associated teaching strategies
- 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
- 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
- Promoting public education and training.