



Leading and Managing the School

Overview:

This document outlines the key accountabilities of the principal in Leading and Managing the School. It is based on the *Role of the Principal* statement and sets out accountabilities in the areas of:

- educational leadership;
- educational programs;
- learning outcomes;
- student welfare;
- staff welfare, development and management;
- physical and financial resource management;
- school and community partnerships.

Context:

The policy of Cessnock West Public School is bound by statements issued by NSW DoE. NSW government schools operate in a culturally diverse and changing society which has high expectations of its schools and the learning outcomes of the students.

At Cessnock West Public School 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 leading learner in the school, and a role model to staff and the 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.
- Developing a culture which demonstrates that learning is valued.

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 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:

- Teachers identifying the individual learning needs of students and assisting each student to maximise their 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.
- 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.
- Policies and Procedures 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.
- 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.
- 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 workplace 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 wider community.
- 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.