

## RINGWOOD TECHNICAL SCHOOL

### SCHOOL ADMINISTRATIVE STRUCTURE

#### OPERATIONS STRUCTURE

This paper is to be read in conjunction with working paper No. 1. sub-titled Curriculum Board.

##### 1.0 Operations Committee

1.1 Whilst recognising the overall legal and moral responsibility of the Principal in the operation of the school, it is the responsibility of the Vice Principal operations assisted by the Committee to co-ordinate the implementation of the established school policy.

1.2 The Committee will -

- (a) determine the administrative group of staff for which each Senior Teacher is responsible.
- (b) propose and determine procedures for the effective co-ordination of the implementation of school policy.
- (c) evaluate and review the methods of implementation.
- (d) make submissions to the Curriculum Board where necessary.

1.3 Reports of the Committee's operation will be made to School Council.

##### 2.0 Structure of Committee

2.1 The Committee shall be convened and chaired by the Vice Principal operations and shall consist of -

- (a) the Principal - ex-officio.
- (b) the two Vice Principals.
- (c) the Senior Teachers of the school (including those delegated to acting Senior Teacher position).

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SCHOOL ADMINISTRATIVE STRUCTURE

OPERATIONS STRUCTURE

2.2 The Committee will appoint a Secretary who will record the proceedings of the Committee.

3.0 Role of Senior Teacher Members

3.1 to co-ordinate and supervise implementation of school policy as determined by the operations committee.

3.2 to assist the Head of Departments and staff of each department within their administrative group to formulate school based syllabuses, programs, etc. for presentation to the Curriculum Board.

3.3 to co-ordinate the total teaching resources, including staff, within the administrative group.

3.4 to supervise and co-ordinate the expenditure of finance within the administrative group in the development of curriculum and resources.

3.5 to supervise the development, use and care of the physical resources of the administrative group.

3.6 to convene regular meetings within the administrative group.

3.7 to organise and be responsible for student discipline as determined by the Vice Principal operations.

3.8 to orientate new members of staff, within the administrative group, to the policies of the school.

3.9 to supervise the organisation of teacher training within the administrative group.

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CURRICULUM BOARD

including 1982 amendments

1.0 School Philosophy

- 1.1 The general aim of the school is to promote the maximum development of each student within the limits of his/her capacity.
- 1.2 The school recognises every pupil's right to instruction in the basic skills of literacy and numeracy.
- 1.3 Students will be encouraged at all times and in all activities:-
  - (a) to develop personal behaviour based on sensitivity to others, including groups with which they are directly associated and the community in general.
  - (b) to be open minded and to respect other points of view.
  - (c) to develop a critical awareness of the values and shortcomings of the society in which they live in order that they may ultimately take a rightful place in their society and have a capacity to contribute to its improvement.
- 1.4 The curriculum will provide, on and off the campus, a spectrum of experiences from which informed choices may be made and will contain interest area electives, vocational orientation electives, careers guidance and work experience programs. The curriculum will ensure the ability to make realistic occupational or educational choices and the opportunity to undertake more specialized studies to follow-up these choices.
- 1.5 The curriculum will promote in each student the desire and ability to continue self-development.
- 1.6 The planning and development of the curriculum will involve effective participation by staff, students, parents, and other interested parties.
- 1.7 The curriculum will be subject to continuing, systematic and critical review.

1.8 The school philosophy will be continually reviewed by the Curriculum Board.

2.0 The Curriculum

- 2.1 Curriculum means the sum of all the experiences planned and provided by this school for its students; it includes not only what is taught, but also the way the school is organized and the methods of teaching employed.
- 2.2 A Curriculum Board will be established to implement the school philosophy and develop curriculum policies.
- 2.3 Standing committees and ad-hoc committees will be formed to develop the details of submissions to the Curriculum Board.

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Ringwood Technical School, School Administrative Structure

Curriculum Board

3.0 The Curriculum Board

3.1 It is the responsibility of the Board, whilst recognising the overall responsibilities of the Principal in the operation of the school, to define the school's philosophy and develop the curriculum.

3.2 The Board will -

- (a) concern itself with all areas of the school curriculum.
- (b) initiate and receive matters for discussion.
- (c) determine and propose procedures for the effective co-ordination and delivery of an appropriate curriculum.
- (d) evaluate continuously the experiences provided in the curriculum.
- (e) review its own role, structure and operations.

3.3 Decisions of the Board will be published and will then be binding on all members of staff.

3.4 Reports of the Board's deliberations will be made to the School Council.

4.0 Structure of the Curriculum Board

4.1 The Board shall be convened and chaired by the Vice-Principal - Curriculum and shall consist of -

- (a) the Principal - ex-officio.
- (b) the two Vice-Principals.
- (c) a Principal appointment (optional).
- (d) six Teachers elected by the staff.
- (e) three non-teaching Members from the School Council.

4.2 Elected positions will normally be filled during October each year.

4.3 Voting procedures will be as generally laid down for the S.D.A. elections.

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Ringwood Technical School, School Administrative Structure

Curriculum Board

- 4.4 The Board will appoint a Secretary who will formally record all submissions, matters raised and decisions taken.
- 4.5 The Board will determine its time, place and frequency of meetings.
- 4.6 It will be within the Board's power to call a by-election for a casual vacancy during any year.
- 4.7 It will be within the Board's power to refer to bodies outside the school for comment on curriculum matters.
- 5.0 Operation of the Curriculum Board
- 5.1 The Board will raise Standing Committees in specific areas and recognise Ad.hoc committees.
- 5.2 The Board will receive proposals from Standing Committees and Ad. hoc committees and Faculties.
- 5.3 The Board will refer its own proposals to appropriate committees for discussion.
- 5.4 The Principle of open access to all Committees will be observed.
- 5.5 Ad. hoc committees may be formed by any group of three or more teachers who wish to introduce a new policy or change of policy in regard to the curriculum.
- 5.6 Standing Committees will be raised in those areas which deal with the overall educational structure of the school and may include -
  - (a) A Structure Committee which will deal with the subjects offered at any year level and their time allocation.
  - (b) A Welfare Committee which will deal with academic and social difficulties in general organizational terms.
  - (c) A Pupil Progress Committee which will consider the motivation, application and achievement of pupils as individuals, as groups and at year levels.
  - (d) A Transition Committee which will consider the needs of pupils who enter and leave at all year levels, where they come from, where they go, why they go, how successful they were at school and in early job placement and the implications of this for the curriculum.

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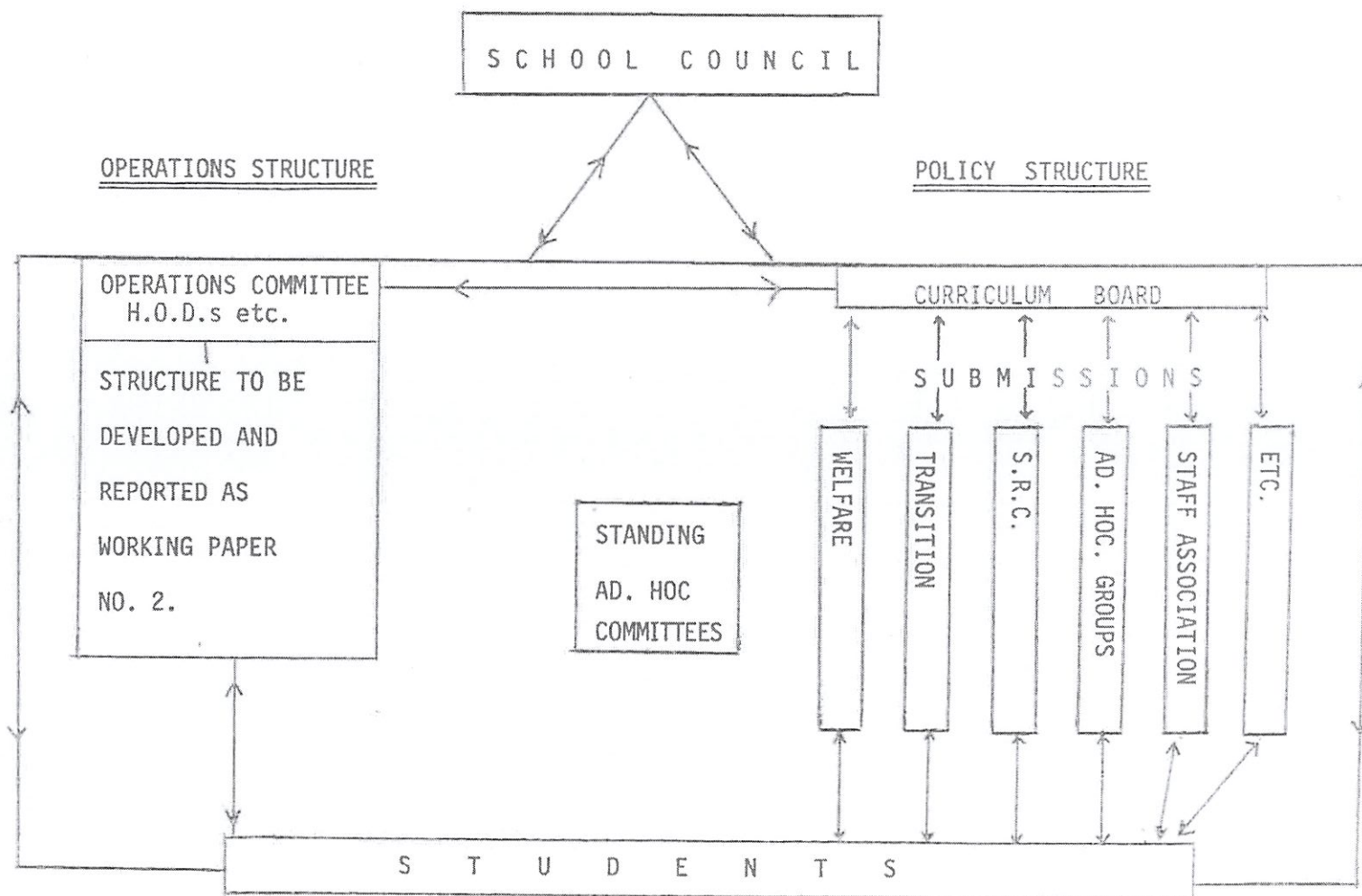
Ringwood Technical School, School Administrative Structure

Curriculum Board

- 5.6 (e) A Pupil Evaluation Committee which will consider pupil achievement and reporting practices within the school and from school to parents, employers or others.
- (f) A Students Representative Council which will consider matters raised by pupils.
- (g) A School in the Total Environment Committee which will deal with excursions, camps and other cultural experiences developed within different faculties and ways in which they might be best implemented within or across faculties in the overall educational interest of pupils.
- (h) A Multi-cultural Education Committee to consider the recognition of the social stratifications that exist in the Australian community and the implications of this for the overall curriculum.
- (i) A Year 12 Committee to consider the feasibility and viability of such a year level in the school.
- (j) An In-Service Education Committee which will consider I.S.E. for the maintenance and development of teaching methods and recommend longer term courses for the introduction of new subjects and methodology.
- 5.7 All submissions to the Curriculum Board will be in writing and will be supported in person by representatives of the Committees or Faculties.
- 5.8 The Board will require evidence that Programs in each Faculty area have appropriate content at Year Levels and appropriate continuity progressively through those levels. Faculties will from time to time be required to submit their Programs to the Board which may publish these Programs inside and outside the school.
- 5.9 The Board will either accept proposals or refer them back to the working committees or faculties with constructive comments.
- NOTE A further paper will be developed on the Operations Structure for the school.

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Members of staff are invited to comment and make suggestions for possible inclusion in final paper dealing with the Curriculum Board.

Your assistance and participation is most welcome.

## RINGWOOD TECHNICAL SCHOOL

### ROLE OF THE SENIOR TEACHER

(A) A Senior Teacher is appointed by the Education Department with specific curriculum responsibilities; to lead a large department of teachers or a number of smaller departments. Educational leadership in the curriculum area includes:-

1. Development of departmental statements of rationale, aims and objectives.
2. Development, evaluation and documentation of all subject syllabi.
3. Management of resources pertaining to the subject teaching in the subject areas.
4. Development of the appropriate methodology for particular subjects.
5. Distribution and discussion of research developments in the relevant subject areas.
6. Supervision of curriculum and teaching tasks delegated to teachers in their areas.
7. Monitoring of evaluation procedures in their subject areas.
8. In conjunction with the assistant with responsibility, the reading and checking of all reports/assessments of students for that administrative group.
9. Administration and development of a comprehensive programme to provide adult education for members of the immediate community.
10. Co-operation and communication with all other areas of the School to engender inter-departmental teamwork.

(B) Senior Teachers will be recognized as having obtained a high level of expertise in their subject area. When called on they will demonstrate subject methodology in their expert fields to visitors, trainee-teachers and members of the school community.



(C) Duties of an administrative nature will include:-

1. Support and advice to classroom teachers concerning classroom teaching problems.
2. Organizational support for all teachers, particularly newer teachers.
3. Defining any management roles in their areas.
4. Allocation of teachers to classes in their subject areas.
5. Encouragement of the members of their areas to participate in discussions that are arranged by ad hoc and standing committees of the Curriculum Board.
6. Encouragement and assistance in the organization of staff development activities and liaison with Staff Development Organizers both within and outside the school.
7. Ensuring the attendance of a teacher at relevant regional meetings.
8. Attempting to resolve contentions issues and acquainting the Vice Principal Operations with these issues.
9. Assisting the Operations Vice Principal in the day-to-day management of the school by considering organizational matters at the weekly meeting of the Operations Committee and carrying out tasks allocated at that weekly meeting.
10. Responsibility for the holding of regular administrative group meetings of staff to relay information and directions emanating from the Operations Committee and the Administration.
11. Ensuring that a high standard of safety is maintained at all times.

## RINGWOOD TECHNICAL SCHOOL

### ROLE OF HEAD OF DEPARTMENT

1. Through the Senior Teacher to administer and be responsible for the budgetary allocation necessary for the operation of the educational programme in the Department. This would include preparation of estimates of expenditure where necessary; requisitioning of new material and equipment; efficient utilization of the material available to maximize the value of monies allocated.
2. Effective maintenance of the many and expensive items of equipment, class material and rooms which are utilized in the Department.
3.
  - (a) To develop new educational programmes to increase the value to students of instruction in this area of activity.
  - (b) Where applicable, this should not be confined to the existing day student population, but should also take into account the needs of mature age and other members of the community outside of the immediate school population.
4. Where applicable, to develop new vocational educational programmes for mature age students and recent school-leavers in order to enhance their chances of gaining employment.
5. In conjunction with the Senior Teacher to confer with other teaching departments, the school administration, committees, industry and interested organizations, so that the syllabus content being taught embraces the latest trends in that subject.
6. To co-ordinate the preparation of up-to-date work programmes for all levels.
7. To implement effective assessment procedures.
8. To develop evaluation of teaching programmes.
9. To assist in the utilization of effective teaching techniques.
10. To advise the Senior Teacher regarding the allocation of teaching and other duties to department members.
11. To guide and assist teachers-in-training and teachers new to the school.
12. Under the direction of the Senior Teacher to implement subject work programmes and to supervise the keeping of diaries by teachers.
13. To establish a series of emergency lessons for use by replacement and emergency teachers if necessary.
14. To supervise the marking and storing of the school's legal rolls.
15. To be responsible for organizing meetings in the Department.
16. To assist the Senior Teacher in the maintenance of safety.

## RINGWOOD TECHNICAL SCHOOL

### ROLE OF ASSISTANT WITH RESPONSIBILITY

The following specifications are listed for the guidance of applicants for such positions and relate to the duties performed in each area.

#### ASSISTANTS WITH RESPONSIBILITY - TYPE A

The Assistant with Responsibility (Type A) will be responsible to the Vice-Principal Operations for specific duties as outlined below for the following positions:

##### (1) Sports Co-ordinator

1. To promote the benefits and enjoyment of sport.
2. To liaise and collaborate with the Head of Department- Physical Education with respect to the content and arranging of Sporting Programs.
3. In conjunction with Year level co-ordinators to organize annual sporting functions as required by the school.
4. To organize inter-school sport, facilities and transport as required to suit.
5. To organize Year 9 Sport on a co-educational basis as far as possible.
6. To organize the coaches who will be responsible for inter-school teams.
7. To publish a calendar of sporting events for the school year.
8. In conjunction with the Timetabler to organise the staff necessary for sporting functions.
9. To advise the Principal and school gardener on the care, condition, marking and use of sports grounds and courts.
10. To assist the Principal and School Council in their dealings with the community and sporting bodies in relation to the use of the school sporting facilities.
11. To organize a Sports Presentation evening at the end of the school year.



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(2) Timetable/Excursions Co-ordinator

1. To familiarize himself with Education Department policies and instructions on general school organization.
2. To familiarize himself with the School Education policy.
3. To familiarize himself with School Curriculum developments and resulting subject and time allocations.
4. To familiarize himself with resources within the subject departments of the school.
5. To liaise with Senior Teachers and Heads of Departments on specific educational requirements of each Administrative area and department.
6. To advise and consult Vice-Principal Operations, Senior Teachers and Heads of Departments on aspects of timetable co-ordination and implementation within the overall school programme.
7. To liaise with the Principal and Vice-Principals on special duties allowances to be built into teaching loads.
8. To balance teaching allotments in relation to Departmental instructions and the school programme.
9. To recommend to the Principal whether overtime payments are necessary. (Structured classes).
10. To adjust time-off allocations for night classes and early morning starts where applicable.
11. To co-ordinate subjects, classes, teachers, and rooms (facilities) into an overall programme that offers the best possible learning situation that can be provided within the scope of all resources, and to publish same in the form of a timetable.
12. To be aware that all timetables and amendments are legal documents and instructions which require endorsement by the Principal.
13. To maintain the daily running of the school's programme by allocating duties to replacement teachers when necessary.
14. To keep a record of the number of additional classes taken by replacement teachers.
15. To maintain an equitable distribution of additional classes taken by replacement teachers.
16. To organize emergency teachers to replace absent teachers when necessary.
17. To complete necessary paper work relating to the employment of emergency or other teachers to facilitate payment of such teachers where necessary.
18. To keep a register of absences of members of staff, and on a weekly basis to acquaint the Vice-Principal Curriculum with these absences.
19. To assist in the compilation of detailed staffing returns when required.

ASSISTANTS WITH RESPONSIBILITY - TYPE B

The Assistant with Responsibility (Type B) will assist the Senior Teacher in the administration of the Senior Teacher duties in that administrative group, as directed by the Senior Teacher, and will deputise for the Senior Teacher when necessary.

The following are some of the specific tasks which may be required to be carried out:

1. (a) To assist the Senior Teacher in the development of new educational programmes to increase the value to students of instruction in this area of activity.  
(b) Where applicable, this should not be confined to the existing day student population, but should also take into account the needs of mature age and other members of the community outside the immediate school population.
2. Where applicable, to develop new vocational educational programmes for mature age students and recent school-leavers in order to enhance their chances of gaining employment.
3. In conjunction with the Senior Teacher to confer with other teaching departments, the school administration, committees, industry and interested organizations, so that syllabus content being taught embraces the latest trends in that subject.
4. In conjunction with the Senior Teacher, to read and check all reports/assessments from teachers in the administrative group and to refer contentious issues to the Senior Teacher for arbitration.
5. To guide and assist teachers-in-training and teachers new to the school.
6. To look after the subject needs of pupils experiencing difficulties in subject areas and to handle incompatibility problems.
7. To familiarize himself with the series of emergency lessons as developed in each Department and to take responsibility for their use by replacement and emergency teachers within the Administrative group.
8. To assist in the holding of regular administrative group meetings.
9. To assist the Senior Teacher in the maintenance of safety.



20. To keep a record of the overtime worked by staff members when required to do so by the Principal or Vice-Principals.
21. To keep a record of the equivalent time-off granted by the Principal or Vice-Principal in recognition of Item 20.
22. To familiarize himself with the requirements of the Education Department regarding the conduct of excursions and to relay that information to all members of staff.
23. To organize a method for the co-ordination of the necessary procedures that need to be implemented in compliance with Departmental and School regulations, so that members of staff can initiate excursions.
24. To arrange for the necessary permission to be obtained from the relative authorities for each excursion.
25. To organize the personnel and replacement teachers necessary for the conduct of each excursion.
26. To organize a system for the co-ordination of the initiation of camps and excursions. This does not imply that the actual organization or running of any excursion or camp is done by this person; rather it is a position designed to ensure that an overall co-ordination and standardization of methods of conducting excursions is adhered to throughout the school.

NOTE: (1) 'Excursions' shall mean: one day out-of-school activities/trips.  
 overnight or longer activities/tours.  
 functions of any duration involving high-risk activities.

NOTE: (2) Camp Duncan is a special situation within the running of the school and the organization of this school camp shall be done by a person specially designated to do so. This person will work in close co-operation with the appropriate Year Level Co-ordinator, and the timetable person regarding the deployment of personnel.



### ROLE OF YEAR LEVEL CO-ORDINATOR:

Each year level co-ordinator will be directly responsible to the Vice Principal Operations for pupil welfare, both social and educational, at a particular year level and will be supported by both Vice Principals and Principal in the carrying out of the required duties.

#### Each co-ordinator will:

1. liaise with the school welfare officer and/or Administration regarding students who need counselling and guidance.
2. receive from section and subject teachers information regarding the welfare of individual students.
3. hold regular meetings of the relevant staff to discuss student progress and welfare.
4. in conjunction with the Vice Principals and Principal be a direct point of contact with parents in relation to matters such as curriculum, attendance and behaviour.
5. develop and maintain a year level system of behaviour records.
6. oversee the recording of absenteeism and administer the follow up.
7. be involved in student enrolment during the year at that year level.
8. in conjunction with the other co-ordinators, organize the grouping of students into sections for the succeeding year as directed by the Vice Principal Operations.
9. hold meetings of students at the year level to discuss educational, social, administrative or other matters of interest.
10. supervise the election of section representatives to the student year level committee.
11. in conjunction with at least one of the section leaders hold meetings of the year level committee at least once per month.
12. supervise the election of students to the S.R.C. according to the constitution.
13. be involved in the supervision of the S.R.C. with the year 11 co-ordinator being in charge of operations of the S.R.C.
14. comment and offer advice to the S.T.'s and/or Curriculum Board regarding:
  - (a) student/staff/curriculum matters when subject areas are involved.
  - (b) the appropriateness of subjects taught at the year level.
  - (c) the time devoted to each subject.

14. (continued)

(d) the necessity for any co-ordination of presentation of subject matter common to more than one subject area.

15. Liaise between students and S.T./Administration regarding students/teacher/curriculum problems.

16. When appropriate at the year level:

(a) advise students about subject selection for the ensuing year.

(b) check each student's selection of subjects and offer advice where necessary.

(c) make recommendations to Vice Principal Operations regarding students repeating a year level.

## ROLE OF SECTION LEADER:

Each section leader will be directly responsible to the year level co-ordinator and Vice Principal Operations for pupil welfare, both social and educational, and will be supported by the year level co-ordinator, Vice Principals and Principal in the carrying out of the required duties.

Each section leader will:

1. be responsible for the supervision and conduct of each meeting of the allotted section.
2. keep a record of attendance of the students at the section meeting in the manner prescribed.
3. receive notes from parents/guardians regarding all matters.
4. keep a record of receipt of note for absence if applicable to section meeting time.
5. forward all notes regarding absence to the year level co-ordinator - including the notes for leaving the school during the day.
6. issue passes to students upon receipt of written request from parent/guardian for permission of student to leave prior to the end of the school day.
7. issue passes to students temporarily out of uniform.
8. refer to the Vice Principals all students who persistently do not conform to wearing of the school uniform.
9. encourage students to take pride in their appearance and the school.
10. encourage students to participate and work to the best of their ability in all aspects of school life - including the development of regular home study.
11. keep a record of the subjects being studied by each student and discuss, where applicable, the relevance of those subjects to the future ambitions of the student.
12. refer to the year level co-ordinator, after corrective measures have failed, all students who have a pattern of late arrival to school and/or misbehaviour.
13. refer all matters to the year level co-ordinator where parent contact is required.
14. forward information regarding the welfare of individual students to the year level co-ordinator.
15. issue reports to parents/guardians and discuss the progress being made by the student.
16. arrange for work to be forwarded to students on prolonged absence.



# NOTES FOR THE GUIDANCE OF SECTION LEADERS:

Absence Notes and Letters: Enter immediately, at the top of the page, the student's surname, section and the date received. Remember that many students do not have the same surname as the parent/guardian and that the name and section will be required by the year level co-ordinator for entry of absence on the master roll. Check that the dates of absence are clearly indicated in the note and that the signature of the parent/guardian is authentic. Place all notes, to be passed on to the year level co-ordinator, in the appropriate mail box in the staff room.

## Symbols to be Used on the Rolls:

- / for attendance at section meetings.
- A absent.
- L late.
- D placed above A when absence note received.

## Co-ordinators use:

- N placed above A on master roll when reason for absence form (AT53) is forwarded to parent/guardian.
- T truant - in red on master roll.

## Section Leaders for Uniform:

- U above attendance for uniform pass issued.
- UN for uniform note forwarded to parent through Vice Principal.

NOTE: The students should be instructed that a note is to be brought from the parent/guardian when the student is temporarily out of uniform.

Attendance Chits: These are not required to be filled out by the section leaders.

Master Roll: All section leaders should check the master roll at the Vice Principal's office in order to be aware of the daily attendance pattern of the students.

Parent Bulletins: After issue to the students on the last Friday of each month check during the following week that all students have received the bulletin and that it has been passed on to the parent/guardian. When needed, bulletins are available at the general office.

Prolonged Absence: After two consecutive days of absence, if no information has been received from the parent/guardian, inform the year level co-ordinator who will then make contact with the parents/guardian to obtain a reason for absence of the student.

Other Designated Staff:

All staff members other than the section leaders will be designated to a year level and will be available to take section meetings in cases of staff absence.

Designated staff will also attend year level meetings of either students and/or staff under the charge of the year level co-ordinator.

Designated staff are to be aware of the duties to be carried out at each section meeting.