

# Leadership Team

## General Responsibilities

All members of the LSC Leadership Team are expected to:

- Actively model and live the College Vision and Values of Commitment, Excellence, Integrity, High expectations and Respect
- Lead and model exemplary practice within the learning community
- Lead the community in building the LSC Graduate as outlined in the profile (see below)
- Lead and managing the implementation of whole-school improvement initiatives related to the school strategic plan, AIP and school priorities
- Lead and manage the provision of professional learning and developing individual and team capacity
- Lead and manage staff performance and development (i.e. PDP)
- Lead and manage the implementation of the school operations and policies related to student learning, engagement and wellbeing
- Plan and implement high quality professional learning utilising the principles for adult learning
- Support general discipline matters beyond the management of classroom teachers
- Contribute to the overall leadership and management of the school
- Contribute to the development of school policies and processes

## Successful Lyndhurst Graduates are...



Figure 1: LSC Graduate Profile

# Leading Teacher Role Description:

## Sub School Leader



LYNDHURST  
SECONDARY  
COLLEGE

### Leading Learning and Wellbeing Priorities:

- Establish the Team Around the Learning approach for the college to ensure the whole student is supported
- Lead and support staff to access, analyse and use a range of data to support student learning, engagement and wellbeing including attendance, Chronicle, SWPBS, learning data etc.
- Lead the development, review and consistent implementation of school-based student engagement policies focused on the pre-conditions for learning (equipment, mobile phones, behaviour, lateness, uniform etc.)
- Ensure common understanding and implementation of school-based policies and plans, including the 5Rs behaviour code and attendance intervention plan
- Collaborate with the college Wellbeing and Careers Teams to establish their profile and implement targeted supports and programs for the sub school

### Leading Students:

- Develop student leadership opportunities within the sub school and promote student voice and agency
- Ensure there are regular celebrations of success for students in the sub school via scheduled assemblies
- Maintain a leading role in the learning, mentoring and management of students, including the monitoring of attendance, academic progress, uniform and behaviour
- Lead and facilitate programs that support the development of student learning, engagement and wellbeing within the sub school including cohort incursions, excursions and camps
- Collaborate with the Wellbeing/Inclusion Leaders to lead the implementation of Student Support Plans, including but not limited to IEPs, BSPs and Attendance Improvement Plans
- Support the development of applications for the Program for Students with a Disability (PSD)
- Support the process of course counselling in partnership with other Sub School Leaders and the Assistant Principal in charge of course counselling
- Actively seek to utilise alternative learning settings, programs and pathways to enable all students to achieve success
- Lead sub school staff to ensure effective transition programs are in place for all students, including new students, and whole cohort End of Year and Start Up Programs

### Leading Staff:

- Lead a sub school team comprised of three Team Leaders and ES support, ensuring all members are well supported and empowered in their work
- Lead the development and growth of members of the sub school team
- In partnership with the other Sub School Leaders, establish consistent practices within and across all Team Leaders and sub school staff

### Leading Community:

- Participate in meetings with parents on matters of learning progress, student attendance, academic progress and meeting our school values
- In partnership with other Sub School Leaders, work proactively to ensure parents/carers are well informed and partners in their students' learning
- Ensure Student Support Group (SSG) meetings are held each term, including the representation of the sub school in each meeting
- Seek opportunities with other schools to develop communities of practice centred around enhancing a positive climate for learning
- Establish and maintain regular, proactive communication with LSC and the wider community including regular items in the college newsletter and via social media

### Managerial Leadership:

- Oversee the collection, scheduling and storage of cohort data

- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Manage and oversee the sub school budget
- Attend and co-lead regular Sub School Leader meetings
- Lead regular meetings with the sub school team to track progress and determine actions to support the cohort of students, parents and carers
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff, students, parents and carers
- Other duties as directed by the Executive Team

**Specific Sub School Responsibilities:**

- **Junior School (Years 7 & 8):**
  - Supporting the implementation of NAPLAN – Year 7
  - Overseeing Grade 6 to Year 7 transition and orientation
  - Overseeing Grade 4 and 5 class experience opportunities
- **Middle School (Year 9):**
  - Supporting the implementation of NAPLAN – Year 9
  - Overseeing the Course Counselling process for current Year 9 students (Year 10 subject expo/tasters, subject selection, course counselling interviews)
  - Overseeing the organisation and management of Morrisby testing and interviews
- **Senior School (Years 10-12):**
  - Ensuring adherence to VCAA policies and processes and timelines
  - Acting as VCAA liaison for the College
  - Collaborating with the VET/VASS Coordinator to support VASS requirements and needs
  - Overseeing the management of VSV enrolments
  - Liaising with the Careers Team about University Access Programs and University tutors
  - Overseeing the organisation and management of internal and VCAA examinations

# Leading Teacher Role Description: Student Voice and Agency Leader



LYNDHURST  
SECONDARY  
COLLEGE

## Leading Learning and Wellbeing Priorities:

- Lead the implementation of a whole school student voice and agency plan and structure
- Co-lead the implementation of student feedback on learning, engagement and wellbeing through student voice forums and PIVOT surveys (including debriefs)
- Lead an active and holistic House structure, including varied opportunities for students and staff to participate and build pride in their House
- Lead the implement of student-led clubs to boost engagement in non-teaching times
- Build the college's sense of connectedness and pride by establishing opportunities for all students to positively contribute to college life

## Leading Students:

- Develop, implement and evaluate programs that engage students within and outside the classroom
- Lead the ongoing implementation and refinement of the student leadership model, including applications, interviews and selection processes
- Lead and facilitate termly student voice forums to gather feedback from students to guide actions taken by the college to improve learning, engagement and wellbeing
- Establish opportunities for students to have a voice in shaping the curriculum to be offered at LSC, including regular provision of feedback to teachers on curriculum and pedagogy (via end of unit surveys and PIVOT)
- Build the capacity of students to lead and host events, presentations or PL through planning and training sessions, including a leadership training camp
- Lead the college Peer Support Program

## Leading Staff:

- Lead staff in the analysis and use of student voice data (including forums, AToSS, end of unit surveys and PIVOT) to identify areas to modify and improve curriculum and pedagogical approaches
- Collaborate with KLACs to identify ways to include and enhance student voice and agency in the curriculum, including goal setting, use of instructional rubrics, regular conferencing on progress and negotiation
- Support staff to understand the importance of SWPBS, including the use of SWPBS nominations via Compass to promote excellence with students

## Leading Community:

- Lead the ongoing implementation and refinement of the House structure (including diversifying House activities) at the college in collaboration with the POR House Pride and Participation
- Establish and foster links for students to positively engage with the school and wider community, including opportunities to build/use their voice and leadership skills e.g. RSL, local businesses, MPs
- Lead the planning and implementation of termly whole school assemblies and the College Presentation Evening

## Managerial Leadership:

- Oversee the collection, analysis, summarising and presenting of relevant student data e.g. forums
- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Manage and oversee the student voice and agency budget
- Lead regular student leader meetings, including additional meetings as required prior to events
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff, students, parents and carers
- Other duties as directed by the Executive Team

# Learning Specialist Role Description: Curriculum and Pedagogy Specialist



LYNDHURST  
SECONDARY  
COLLEGE

## Leading Learning and Wellbeing Priorities:

- Lead the whole school approach to collecting, analysing and using data to inform practice
- Lead the implementation of Professional Learning Communities (PLCs) across the college focused on improving curriculum and pedagogical practice
- Lead the increase of student voice and agency in learning across the college
- Lead the annual review of curriculum offerings at the college, including the curriculum pie and subjects

## Leading Students:

- Establish opportunities for students to have a voice in shaping the curriculum to be offered at LSC, including regular provision of feedback to teachers on curriculum and pedagogy (via end of unit surveys and PIVOT)
- Establish opportunities for student leaders to facilitate professional learning for and with staff e.g. AToSS survey result deconstruction, PLC contribution, learning walks

## Leading Staff:

- Lead the ongoing implementation and refinement of PLCs at the College, including the development of the PLC framework containing protocols and tools to design, discuss and analyse curriculum and pedagogy
- Build the capacity of PLC leaders to effectively lead their teams in the PLC process
- Lead the staged implementation of a documented curriculum with an initial focus on Curriculum Maps across the college, followed by Common Assessment Tasks, Instructional Rubrics and Learning Sequences
- Develop, trial and refine tools for effective, high-quality curriculum design
- Collaborate with the Assistant Principal of Teaching and Learning to establish common assessment and reporting practices across the college
- Lead the review and refinement of the College Instructional Model, including its embedding to improve pedagogical practice and student outcomes
- Collaborate with the Assistant Principal of Teaching and Learning to develop the annual professional learning plan for staff with a focus on addressing AIP goals and actions, as well as emerging needs based on data
- Plan and implement high quality professional learning focused on improving pedagogical practices
- Establish and continuously improve the college peer observation/coaching model, including the implementation of learning walks
- Establish a mentoring structure for VIT Provisionally Registered Teachers, including support for observations of practice and the VIT inquiry process

## Leading Community:

- Oversee the agenda and communications regarding whole school curriculum days
- Seek opportunities to connect with other schools, universities and research bodies to support high quality teaching and learning practices
- Promote teaching and learning opportunities and experiences through communication channels
- Represent the college at events and information nights with regards to teaching and learning

## Managerial Leadership:

- Oversee the collection, analysis, summarising and presenting of relevant student learning data
- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Ensure all teachers are assigned a mentor prior to their commencement at the College to promote strong induction and retention processes
- Manage and oversee the teaching and learning budget, as well as supporting oversight of KLA budgets
- Lead regular KLAC meetings
- Attend and co-lead regular Teaching and Learning meetings
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff, students, parents and carers
- Other duties as directed by the Executive Team

# Learning Specialist Role Description:

## Literacy Curriculum Specialist



LYNDHURST  
SECONDARY  
COLLEGE

### Leading Learning and Wellbeing Priorities:

- Collaborate with the Leadership team to create a culture where all teachers are responsible for literacy and numeracy improvement
- Develop and lead a whole school literacy plan focused on the improvement of literacy outcomes including NAPLAN and VCE
- Leading the development and implementation of whole school literacy support and literacy intervention programs
- Audit curriculum to identify opportunities to incorporate or strengthen explicit teaching of literacy in documented curriculum
- Collaborate to develop strategies and resources to respond to the literacy and numeracy needs and requirements across all subjects and year levels
- Lead the college in understanding and using literacy data to inform instruction
- Identify students who will require significant additional literacy support to have their needs met
- Collaborate with staff in designing IEPs for students targeting their literacy improvement goals
- Ensure all staff understand the links between low literacy and wellbeing concerns

### Leading Students:

- Create opportunities for students to have additional literacy support or extension
- Support and encourage students to participate in wider reading activities, including collaborating with the Teacher Librarian in promoting and organising PRC, LSC library initiatives, excursions and incursions

### Leading Staff:

- Collaborate with the Teaching and Learning (T&L) team and English KLAC in analysing literacy data to identify inventions and to monitor student growth
- Collaborate with MYLNS and TLI staff to support effective interventions and supports
- Develop and implement literacy-related professional learning to all and target groups of staff
- Provide evidence-based literacy and HITS support to KLAS and PLCs
- Create a literacy toolkit to support staff to teach literacy skills using common scaffolds
- Plan and deliver targeted mentoring and coaching, including running demonstration classes or videoing practice for others to observe
- Build the capacity of staff to explicitly teach literacy within their subjects
- Ensure that curriculum documentation includes a strong focus on the development of subject-specific literacy skills

### Leading Community:

- Engage with feeder primary schools to gather literacy data of incoming Year 7 students
- Participate in Communities of Practice related to literacy (formal and informal)
- Promote literacy and the supports/extensions available for students through communication channels
- Represent the college at events and information nights with regards to literacy

### Managerial Leadership:

- Oversee the collection, scheduling and storage of student numeracy data
- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Collaborate on the identification, acquisition and storage of numeracy resources
- Manage and oversee the numeracy budget
- Attend and co-lead regular Literacy/Numeracy meetings
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff
- Other duties as directed by the Executive Team

# Learning Specialist Role Description:

## Numeracy Curriculum Specialist



LYNDHURST  
SECONDARY  
COLLEGE

### Leading Learning and Wellbeing Priorities:

- Collaborate with the Leadership team to create a culture where all teachers are responsible for literacy and numeracy improvement
- Develop and lead a whole school numeracy plan focused on the improvement of numeracy outcomes including NAPLAN and VCE
- Leading the development and implementation of whole school numeracy support and intervention programs
- Audit curriculum to identify opportunities to incorporate or strengthen explicit teaching of numeracy in documented curriculum
- Collaborate to develop strategies and resources to respond to the literacy and numeracy needs and requirements across all subjects and year levels
- Lead the college in understanding and using numeracy data to inform instruction
- Identify students who will require significant additional numeracy support to have their needs met
- Collaborate with staff in designing IEPs for students targeting their numeracy improvement goals
- Ensure all staff understand the links between low numeracy and wellbeing concerns

### Leading Students:

- Create opportunities for students to have additional numeracy support or extension
- Support and encourage students to participate in wider numeracy activities

### Leading Staff:

- Collaborate with the Teaching and Learning (T&L) team and Maths KLAC in analysing numeracy data to identify inventions and to monitor student growth
- Collaborate with MYLNS and TLI staff to support effective interventions and supports
- Oversee the identification and construction of Maths groups e.g. SNIP (including working with Maths KLAC to update online tool class lists)
- Develop and implement numeracy-related professional learning to all and target groups of staff
- Provide evidence-based numeracy and HITS support to KLAS and PLCs
- Create a numeracy toolkit to support staff to teach numeracy skills using common scaffolds
- Plan and deliver targeted mentoring and coaching, including running demonstration classes or videoing practice for others to observe
- Build the capacity of staff to explicitly teach numeracy within their subjects
- Ensure that curriculum documentation includes a strong focus on the development of subject-specific numeracy skills

### Leading Community:

- Engage with feeder primary schools to gather numeracy data of incoming Year 7 students
- Participate in Communities of Practice related to literacy (formal and informal)
- Promote literacy and the supports/extensions available for students through communication channels
- Represent the college at events and information nights with regards to numeracy

### Managerial Leadership:

- Oversee the collection, scheduling and storage of student numeracy data
- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Collaborate on the identification, acquisition and storage of numeracy resources
- Manage and oversee the numeracy budget
- Attend and co-lead regular Literacy/Numeracy meetings
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff
- Other duties as directed by the Executive Team

# Lead Teacher Role Description:

## Vocational and Applied Learning Leader



LYNDHURST  
SECONDARY  
COLLEGE

### Leading Learning and Wellbeing Priorities:

- Lead the implementation of a whole school plan and structure for vocational and applied learning for Year 7 to 12 students
- Identify and implement opportunities for students to engage with vocational and applied learning across the curriculum
- Engage with external organisations to support the facilitation of vocational and applied learning programs, including RTOs, job camps and hands on learning
- Ensure there is a strong focus on building the skills and dispositions of the LSC Graduate throughout the VCE Vocational Major and other vocational/applied learning programs and opportunities
- Lead the implementation of increased VET options to be run on site at the college, including micro credential opportunities for students
- Build student sense of connectedness and pride by establishing opportunities for all students to positively and successfully engage with education and the college through their vocational programs

### Leading Students:

- Gather and utilise extensive student voice and agency to guide vocational and applied learning programs and opportunities across the college
- Implement processes and policies to boost attendance and engagement of students moving into vocational pathways alongside sub school representatives
- Collaborate with others to identify students who would benefit from vocational and applied learning opportunities and work to provide these as part of bespoke student programs

### Leading Staff:

- Lead staff in the design and development of curriculum that adheres to the principles of applied learning
- Co-lead the introduction and implementation of the VCE Vocational Major, including running PL for staff in the structures, curriculum and pedagogical practices associated
- Collaborate with ES staff to ensure all legislative requirements, documentation and deadlines are adhered to with regards to VET studies
- Model high quality vocational and applied learning curriculum and pedagogical practices

### Leading Community:

- Champion vocational and applied learning with the student, parent and carer community to build understanding and enthusiasm for programs and opportunities
- Foster relationships between the college and external providers to establish sustainable partnerships for vocational and applied learning, including RTOs and other organisations
- Build the internal VET program as well as further SBAT opportunities and other vocational options for more junior students through external providers
- Establish and foster sustainable relationships with key feeder primary schools to implement vocational and applied learning projects across schools

### Managerial Leadership:

- Collaborate with others to develop structures to facilitate vocational and applied learning programs across the college e.g. timetabling, curriculum structures
- Oversee the production of relevant documentation, including policies, handbooks and visuals
- Manage and oversee relevant budgets
- Ensure all contracts with external providers and RTOs are
- Lead regular staff meetings of key stakeholders, including additional meetings as required prior to events
- Attend weekly meetings as part of the Leadership Team
- Set up clear communication structures with staff, students, parents and carers
- Other duties as directed by the Executive Team



# ES 1-4 Role Description:

## Wellbeing and Inclusion Leader



LYNDHURST  
SECONDARY  
COLLEGE

### Leading Whole School Wellbeing Frameworks and Teams:

- Establish a framework for both proactive and responsive wellbeing measures to be used at the college
- Lead the Wellbeing Team to work towards a consistent vision for student support related to wellbeing, including leading regular team meetings
- Oversee the management and allocation of team caseloads based on referrals and identification
- Develop opportunities for the incorporation of proactive wellbeing initiative including the use of time in student mentoring programs, curriculum offerings and events/days
- Establish and refine Team Around the Learner and Case Management processes across the college, including oversight of complex case management
- Develop a whole school wellbeing programs framework based on Lyndhurst community needs, including plans for cohesive approaches to key community-based issues
- Identify significant movements and celebrations for the LSC community that support cohesion, inclusivity and respect and plan for ways to recognise these with the Health Promotion Nurse and Chaplain
- Oversee compliance with DET regulations around mandatory reporting, staged response, suspensions, expulsions
- Manage critical incidents and crisis intervention (including postvention plans)
- Ensure school-based policies (including Child Safety Standards) meet requirements, are regularly communicated and known by all members of the LSC community

### Leading Whole School Inclusion Practices and Teams:

- Lead the Inclusion Team to work towards a consistent vision for student support related to inclusion, including regular team meetings
- Develop and implement a consistent notetaking process and template for Learning Support Officers to ensure best-practice record keeping is in place
- Oversee the PSD application systems, processes and timelines to ensure students are suitably recognised for their needs
- Construct and maintain budgets and funding use plans (PSDMS) to ensure optimisation of resources
- Oversee the IEP/SSG process to ensure DET compliance
- Regularly review Learning Support Officer timetables to ensure effective use of resources to support students (w/ Inclusion Assistant)
- Develop plan for the identification and support of Students With Additional Needs (SWANs) not funded under PSD

### Developing Capacity of Teams:

- Ensure clear role descriptions for all team members are in place, as well as ensure all team members are working according to the team's trademark behaviours
- Ensure staff have appropriate external supervision and debriefing processes to support them in their role/s
- Identify and utilise PL and other opportunities for staff to build their capacity across Student Support, including overseeing the PL program for the team
- Provide PL for other staff on relevant items e.g. wellbeing referral processes, learning difficulties referrals etc.
- Regularly review team operations and adjust to optimise team dynamics and functionality (including regular performance reviews)

**General:**

- Act as college's Child Safety Officer
- Offer counselling via a small case load (Wellbeing)
- Ensure Wellbeing/Inclusion focus areas and staff work towards building the LSC Graduate
- Build sustainable partnerships e.g. RESP, Ardoch, industry connections
- Ensure regular communication from teams using LSC channels e.g. website, Compass, newsletter, social media
- Support data collection for census
- Develop and lead staff PL related to Student Support as required
- Prepare and share regular reports regarding caseloads, numbers/types of referrals etc.
- Other duties as directed by the Executive Team

# Leadership Team

## Organisational Structure

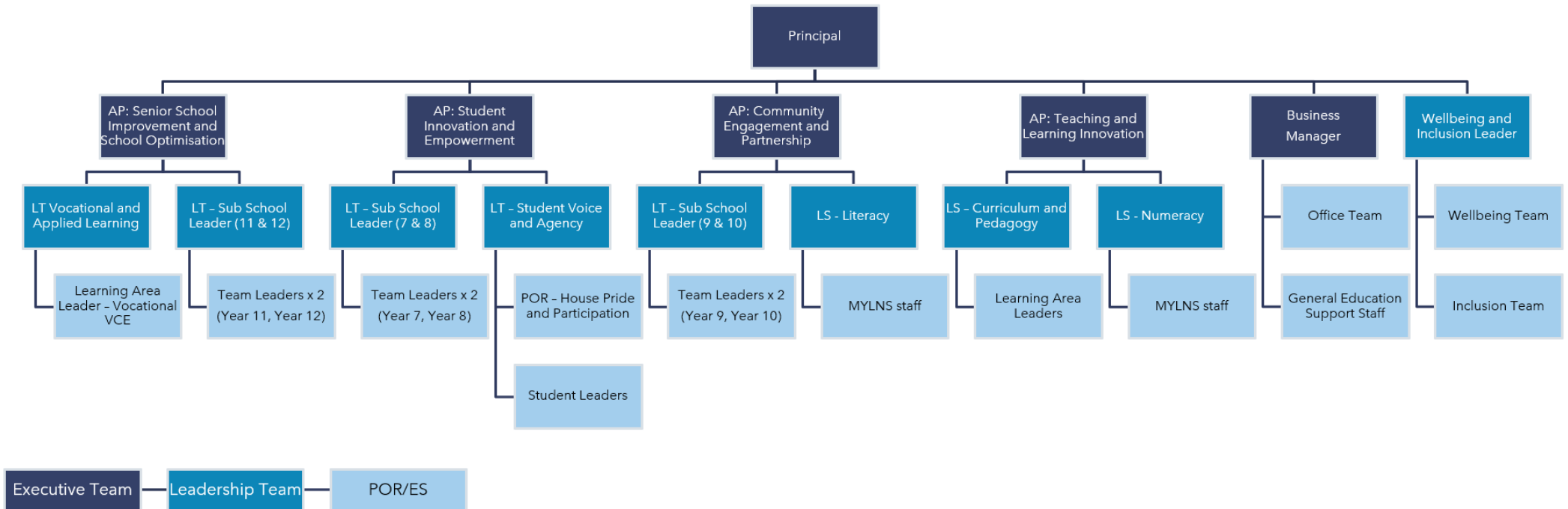


Figure 2: LSC leadership structure