

## Principal Job Description Policy

July 2022

### Summary

This policy applies to Community Language Schools SA and all member schools

**Table 1: Document Details**

<b>Policy Number</b>	<b>ES12</b>
<b>Related Policies</b>	All Community Language Schools Policies and Procedures
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<b>Notes</b>	Administrative and content update

**Table 2: Revision Record**

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
March 2017	1.0	New policy developed
June 2019	2.0	<ul style="list-style-type: none"> <li>Amend policies to make generic by removing individual school details and replacing with "Ethic and Community Language Schools." Updated responsibilities section to reflect changes made in all other policies</li> <li>Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Formatting of policy</li> </ul>
18 <sup>th</sup> January 2021	2.1	<ul style="list-style-type: none"> <li>Amend content to reflect changes from <i>Children's Protection Act 1993 to Children and Young People (Safety) Act 2017</i></li> <li>Add content in Risk Management</li> <li>Amend 'Enrolment Procedures' to reflect the online enrolling system</li> <li>Replaced Child Related Employment Screening to Working with Children Check</li> </ul>

		<ul style="list-style-type: none"> <li>Added 'Student Personal Care' and added to reference to policy numbers to the specific responsibilities in '<i>Specific Responsibilities in relation to school policies and procedures</i>'</li> </ul>
December 2021	2.2	<ul style="list-style-type: none"> <li>Added and amended content in 'Core Responsibilities':</li> <li>Added content in 'Specific Responsibilities in relation to teaching and learning'</li> <li>Added and amended content in 'Supervision of Students (Refer ES09)'</li> <li>Added and amended content in 'Work Health and Safety (Refer ES23)'</li> </ul>
July 2022	2.2	<ul style="list-style-type: none"> <li>Amend contents in 'Introduction' and 'Core Responsibilities'</li> </ul>

## Table of Contents

Principal Job Description Policy .....	1
Summary .....	1
Table 1: Document Details .....	1
Table 2: Revision Record .....	1
Principal Job Description Policy .....	4
Core Accountabilities .....	4
Responsibilities .....	4
Child Safe Environments (Refer ES01).....	5
Risk Management (Refer ES02) .....	5
Enrolment Procedures (Refer ES07) .....	5
Emergency and Critical Incidence (Refer ES08).....	6
Supervision of Students (Refer ES09) .....	7
Media Release and Photography (Refer ES10).....	7
Working with Children Check (WWCC) (Refer ES14).....	7
Sexual Misconduct (Refer ES15).....	7
Data and Information (Refer ES20).....	8
Copyright (Refer ES21) .....	8
School Safety and Security (Refer ES22).....	8
Work Health and Safety (Refer ES23) .....	8
Volunteer Policy (Including Parents and Visitors) (Refer ES24).....	9
Managing Trespass and Misbehaviour (Refer ES25).....	9
Student Attendance (Refer ES34) .....	9
Behaviour Support (Refer ES35) .....	9
Excursion and Incursion (Refer ES36).....	10
Medication, Accident and First Aid (Refer ES37) .....	10
Anti-Bullying (Refer ES38).....	10
Cyber-Safety (Refer ES39).....	10
Special Needs (Refer ES40).....	11



Gender Identity (Refer ES41) .....	11
Student Personal Care (Refer ES42).....	12
Hot Weather (Refer ES45).....	12
SunSmart (Refer ES46).....	12
Immunisation and Infection Control (Refer ES47).....	12
Animals in Schools (Refer ES48).....	12
Screening DVD and Movies (Refer ES50) .....	13

## Principal Job Description Policy

### Introduction

The Principal of a Community Language School oversees the educational programs, and the safety and well-being of the school personnel and students.

### Core Accountabilities

The core accountabilities of the Principal of a Community Language School are to:

- Comply with CLSSA's Policies and Procedures and State Legislative requirements.
- Provide a Child Safe Environment in accordance with State Legislation
- Implement Child Safe Environment practices and procedures
- Ensure school personnel who will be teaching have appropriate teacher registration or have complete Community Language Schools SA Foundation Course
- Ensure that students attending the school complete at least two hours of instruction of language and culture per week in which 1.5 hours will be dedicated to the teaching of the target language
- Ensure teaching staff implement age-appropriate curriculum for language and culture
- Resolve any Grievance or complaints from parents, care givers, school personnel or students
- Ensure teaching staff follow **ES03**: Teaching Staff Recruitment Policy and Procedures
- Ensure students are aware of their responsibilities as outlined in the Student Code of Conduct
- Ensure adequate supervision of students before, during and after school and on excursions
- Communicate relevant school policies to school personnel, students, and parents
- Ensure Work Health and Safety requirements are met

### Responsibilities

The Principal of a Community Language School have specific responsibilities in relation to the teaching and learning of language and culture as well as responsibilities relating to parents and the community. Community Language School Policy documents also outline responsibilities of the Principal which are duplicated here.

#### ***Specific Responsibilities in relation to teaching and learning***

- Ensure a robust curriculum has been developed and implemented across all year levels
- Review curriculum regularly to ensure it meets the needs of students
- Conduct Professional Development training/workshop with teaching staff when need arises
- If offering a SACE language, attend annual workshops with the SACE board and Community Language Schools SA
- Ensure all SACE curriculum, assessment and reporting requirements are met

### ***Specific Responsibilities in relation to parents and community***

- Attend school functions
- Inform parents of their responsibilities such as completing annual enrolment forms, medication forms, and consent forms

### ***Specific Responsibilities in relation to school policies and procedures***

#### **Child Safe Environments (Refer ES01)**

- Be aware of the changes in the Child Safe Environment requirements that affects the language schools. Also be aware of the definitions of 'suspicion of harm or risk of harm' as contained in the ***Children and Young People (Safety) Act 2017*** (which replaced the *Children's Protection Act 1993*) and all reference relevant to the change. Copies of the above legislation can be downloaded at [Children and Young People \(Safety\) Act 2017 \(legislation.sa.gov.au\)](http://legislation.sa.gov.au)
- Report suspicion that child or young person may be at risk as required by the *Children and Young People (Safety) Act 2017*, Chapter 5- Children and young people at risk - Part 1
- Requirements of Working with Children Checks (WWCC) established under the *Child Safety (Prohibited Persons) Act 2016*
- Ensure all school personnel attend Child Safe Environments training every three years and prior to starting any role at a Community Language School
- Implement all policies and procedures as provided by Community Language Schools SA, or amend policies with the approval of Community Language Schools SA
- Ensure all school personnel are familiar with all school policies and procedures
- Inform parents of relevant school policies and procedures
- Ensure all school personnel have up-to-date WWCC and that these checks are carried out every five years
- Implement a complaint handling system and resolve all complaints in a timely manner

#### **Risk Management (Refer ES02)**

- Appoint, in consultation with the School Administrator a risk management officer or conduct the role of a risk management officer and carried out the required responsibilities outlined in **ES02: Risk Management Policy**.
- Ensure that the school has completed an **ES02C: Risk Management Checklist** and ensure that all the steps such as the implementation, monitoring and reviewing of the document is done

#### **Enrolment Procedures (Refer ES07)**

- Ensure all families knows how to enrol their child/children on the new online enrolment system and organise assistance for families that needs it.

- If they are made aware of any changes in family circumstances or court orders, to update any records and inform all parties concerned
- Ensure that all documentation with personal information is stored securely and safely as per the requirements of the Privacy Act
- Ensure that any information that is collected upon enrolment not be released for any form of commercial gain as per the requirements of the Privacy Act
- Ensure that all students and/or parents are made of the relevant school policies and procedures.

### **Emergency and Critical Incidence (Refer ES08)**

- Devise and maintain a safe evacuation plan
- Asses the long term and short-term threat
- Contact police and consider the decision to evacuate
- Make the decision to evacuate
- Make the decision to reoccupy (return to buildings)
- Schedule and conduct school personnel training and security drills
- Account for all evacuees – check to ensure everyone has evacuated
- Ensure all visitors to the school are evacuated
- Ensure people with disabilities are assisted in the event of an evacuation
- Select safe and climatically acceptable assembly areas as the evacuees may be waiting for considerable periods
- If an evacuation occurs during summer period and it is safe, collect sun protective items
- Ensure the evacuation kit is kept up to date with emergency contact details for school personnel and students
- Collect the evacuation kit and take it to the assembly area
- Review all Emergency and Critical Incidents Policy and Procedures annually or after an emergency or critical incident
- Ensure all classrooms and educational spaces in the school have an Evacuation map and procedures prominently placed
- The evacuation kit is maintained, restocked and up-to-date.
- Conduct school personnel and student debriefings
- Liaise with police and persons who are involved in the emergency or critical incident and determine the level of confidentiality that is required when conducting debriefings
- Provide support and details of services to school personnel and students affected by the emergency or critical incident

- Communicate the Emergency and Critical Incidence Policy to all school personnel, parents and caregivers
- Ensure student and school personnel wellbeing is addressed and monitored
- Resolve all minor incidents
- File all incident, injury, trauma and illness forms in an individual's confidential file, in a secure location

### **Supervision of Students (Refer ES09)**

- Ensure parents only drop off and pick up students and not be on the venue, unless the venue involves the parents being there at the same time for example a religious institution.
- Ensure students are appropriately supervised during school hours and for all school activities.
- Ensure adequate teacher to student ratios at all times.
- Ensure adult students registered in the community language school is supervised at all times (in spite of them having a WWCC)
- Ensure parents, volunteers and visitors that work with or around students have a valid WWCC

### **Media Release and Photography (Refer ES10)**

- Create an annual list of students' names that have parental permission to use photographs and personal information that could be used for school promotion
- Ensure that all sections of the student enrolment form is completed
- Provide parents who wish to redact their consent with page 3 of the student enrolment form
- Update the list of students' name that have parental permission to use photographs and personal information when a parent withdraws consent

### **Working with Children Check (WWCC) (Refer ES14)**

- Register for online screening for WWCC
- Initiate individual screening applications
- Ensure all school personnel have a current WWCC
- Ensure any person who volunteers on a regular basis has a current WWCC
- Keep up to date records of school personnel including volunteers WWCC status
- Store any information related to an individual's WWCC in a secure location.

### **Sexual Misconduct (Refer ES15)**

- Ensure all school personnel are aware of the Sexual Misconduct Policy
- Enact the Sexual Harassment Policy

- Be responsible for employees' behaviour unless the principal takes reasonable action to prevent what happened
- Handle any complaints in accordance with this policy
- Talk to and educate any school personnel who may be exhibiting any behaviours towards others that are unlawful or unwanted and inform

### **Data and Information (Refer ES20)**

- Maintain records and records keeping systems in accordance with the regulatory environment.
- Provide guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.
- Monitor compliance with this policy by checking records are stored securely and can be accessed appropriately.
- Limit access to the electronic and manual storage of data to appropriately authorised personnel, through the provisions and application of secure technology/infrastructure.
- Dispose or destroy information in accordance with the retention schedule.

### **Copyright (Refer ES21)**

- Adhere to the copyright act and the reasonable proportion provisions
- Seek permission from Community Language Schools SA before disseminating, publishing or using any materials produced by the association for use outside of their Community Language School

### **School Safety and Security (Refer ES22)**

- Apply permanent identification markings of school equipment, such as a school stamp on books, DVDs
- Securely store all valuable equipment
- Record the serial numbers of all electronic equipment
- Photograph all valuable equipment
- Maintain an inventory of valuable school equipment
- Conduct an annual stocktake of equipment
- Implement measures to reduce the likelihood of school vandalism
- All crimes to be reported to the police

### **Work Health and Safety (Refer ES23)**

- Ensure as far as is reasonably practicable, that the site where incident occurs (if any) is not disturbed until officially inspected by any of the school's designated authority.

- Consult with all school personnel to ensure all relevant information relating to Work Health and Safety is shared
- Document and report any notifiable incident.

### **Volunteer Policy (Including Parents and Visitors) (Refer ES24)**

- Ensure all volunteers in a teaching role have a WWCC, complete induction, Child Safe Environments Training and the Foundation Course for Teachers in Community Language Schools.
- Ensure all other non-teaching volunteers have a WWCC Checks and complete induction
- Ensure visitors and other volunteers sign in a register upon arrival and departure

### **Managing Trespass and Misbehaviour (Refer ES25)**

When an incident of trespass or misbehaviour occurs, the Principal must:

- Report the incident to the mainstream school Principal; occupier; site leader; owner; or landlord
- Document the action taken to manage the incident, for example:
  - Verbal request to leave the school premises
  - South Australian Police contact
- Document whether the person/people complied or fail to comply with a direction
- Gather witness information and statements
- To the best of their ability, inform the trespasser of the South Australian Summary Offences Act 1953
- Implement lockdown procedures in the event that a person refuse to leave the school premises or is acting violent.

### **Student Attendance (Refer ES34)**

- Follow up any outstanding unexplained absences
- Update school numbers if a student leaves the school or new student enrolls

### **Behaviour Support (Refer ES35)**

- Develop, implement, and regularly review, in consultation with the Community Language Schools SA the school behaviour support policy and code of conduct for students.
- Ensure that student behaviour is supported through procedures supported by strong theoretical understanding of how students learn, and behaviour is best supported.
- Ensure that new school personnel, students and their families are aware of the behaviour support policy and code of conduct for students.

- Promote structures at class and school level to enable students to be involved in the support of their behaviour and to support and enable parents and caregivers and teaching staff to form relationships that allows for student behaviour to be managed positively.
- Inform parents of any students who have been temporarily withdrawn from class.

### **Excursion and Incursion (Refer ES36)**

- Complete the excursion checklist
- Ensure a risk assessment is conducted prior to the excursion
- Ensure parents are given appropriate notice of an Excursion/Incursion and the cost involved.
- Grant permission for all excursions/incursions to be conducted

### **Medication, Accident and First Aid (Refer ES37)**

- Ensure all school personnel are informed of the Medication, Accident and First-Aid Policy
- Ensure all school personnel are aware of students who required regular medication (e.g., for the treatment of diabetes or epilepsy), have allergies and/or anaphylaxis
- Ensure all medical assist plans are stored securely and any information collected on medical forms are kept confidential
- Understand and apply allergy aware practices
- Seek medical assistance in the case of a critical medical incident
- Complete a medical incident form

### **Anti-Bullying (Refer ES38)**

- Ensure all school personnel are familiar with the school's Anti-Bullying Policy
- Publicise the Anti-Bullying Policy through the school's communication channels and upon student enrolment.
- Notify parents/carers and/or police, following a serious and significant critical incident
- Document any reported incidences of bullying or harassment
- Identify any patterns or reoccurring incidences of bullying or harassment and implement the school's Behaviour Support Policy.
- Ensure appropriate consequences for any student partaking in acts of bullying or harassment.
- Undertake mandatory Responding to abuse and neglect: Education and Care training
- To review and update the Anti-Bullying policy annually with all school personnel

### **Cyber-Safety (Refer ES39)**

- Ensure that all virus protections software is up to date
- Ensure students are aware of safe practices when using ICTs

- Ensure that all students enrolled at a Community Language School have signed and returned the Cyber-Safety User agreement.
- Ensure that students are referred to services that can help with the aftermath.

### **Special Needs (Refer ES40)**

- Identify students who may require additional support
- Conduct a needs assessment with parents and students
- Review on a regular basis the needs of the student, parents, teaching staff and other students
- Provide reasonable adjustments for students with special needs
- Liaise with parents who have a child/children with special needs to discuss appropriate measures and reasonable adjustments
- Liaise with teaching staff who will teach students with special needs to identify the support and additional resources required
- Meet regularly with parents, teaching staff, and students to discuss progress and any concerns pertaining to the student.
- Advise parents of changes to the school and the impact these changes will have on the student with special needs
- Advise parents when the school can no longer meet the needs of the student
- Ensure adequate supervision is always provided
- Securely store any personal and health information provided to the school and restrict the access of this information to only relevant personnel.

### **Gender Identity (Refer ES41)**

- Provide appropriate support is provided for transgender and intersex students to affirm their gender identity as outlined in this procedure
- Incidents of homophobic, transphobic, and bi-phobic bullying, harassment and discrimination are recorded
- Ensure all volunteers act in accordance with the procedures and obligations outlined in this policy
- Ensure Community Language Schools are an inclusive environment for intersex and gender diverse children, young people and families
- Adhere to the responsibilities outlined for school personnel.

### **Student Personal Care (Refer ES42)**

- Ensure teaching staff can assist students with their personal care
- Ensure school personnel especially teaching staff encourage good hygiene by promoting student independence and avoiding stress and embarrassment to a child.
- Provide an environment that ensures the physical health, and the rights of the child are maintained.

### **Hot Weather (Refer ES45)**

- Check the UV index and forecast temperature on the Bureau of Meteorology website (<http://www.bom.gov.au/>) and decide the best plan for the day
- Inform school personnel of policy and procedures relating to hot weather and changes made to any scheduled learning activities that may be impacted by hot weather
- Notify parents if there is to be a change in the learning program (cancellation of excursions, outdoor activities, modifications to break-times, or permission to dismiss students)

### **SunSmart (Refer ES46)**

- The principal will check the UV Index and adjust outdoor activities to ensure the risk of skin damage is minimised
- Announcements will be made to school personnel and students to inform them of the UV index and the sun protection measures that will be implemented

### **Immunisation and Infection Control (Refer ES47)**

- Be alert and vigilant on messages from CLSSA and/or the DfE regarding outbreak and infectious diseases
- Inform all members of the school community if there has been an outbreak of any disease, infection, or medical condition
- Seek medical assistance if a child displays symptoms of a disease or illness or becomes ill while at school
- Inform the parents of a child if their child displays symptoms of a disease or illness or becomes ill while at school and determine a suitable plan of action
- Contact emergency contacts if the parents of an ill child cannot be reached

### **Animals in Schools (Refer ES48)**

- A comprehensive plan is provided by teaching staff who wish to use animals or invertebrates for education purposes
- A risk assessment is completed for any animal or invertebrate

- Emergency procedures are updated and implemented to reflect the management of the wellbeing any animal or vertebrate
- Ensure the safety and wellbeing of all members of the school community regarding interactions with animals
- Ensure owners of any assistance animals or guide dogs provide evidence of training
- Review request of assistance animals or guide dogs on a case by case and liaise with families to consider the needs of the child and animal
- In the event of a critical incident involving a student and an animal, Community Language Schools will follow the procedures outlined in **ES08: Emergency and Critical Incident Policy** and complete an **ES08A: Incident, Injury, Trauma, and Illness Form**.

#### **Screening DVD and Movies (Refer ES50)**

- Grant permission for use of films, documentaries, DVDs and audio-recordings
- Ensure all audio-visual and audio materials are suitable for use within the school and are an appropriate accompaniment to the educational program.