

TEACHERS

Communication/Expectations

COVID Offsite / Online Staff Communications Morning Routine

Time	Task / Responsibility	Staff
>7am	<ul style="list-style-type: none"> Staff text in sickness / unavailable (SRES) HODs text / email conference bookings 	All Staff HODs
7.00 am – 7.30 am	<ul style="list-style-type: none"> Populate One School absences, finalise Notices 	Archer
7.30 am	<ul style="list-style-type: none"> Send Staff Absences, Messages 	Archer to all Staff
7.30 am – 8.30 am	<ul style="list-style-type: none"> Answer / Redirect staff email / phone enquiries 	Archer
8.30 am	<ul style="list-style-type: none"> Send Student Daily Email; Student Notices, 100 Days of Learning, Direction to Learning Packages and Who to Contact Guide (Per Year Level) 	Archer
8.30 am – 10.00 am	<ul style="list-style-type: none"> Answer / Redirect student email enquiries 	Archer to DPs, HODs, GO's, all Staff

Daily Student Email:

- Reminder to complete Learning Packages
- Table of Who to Contact Guide

Teachers' responsibilities include:

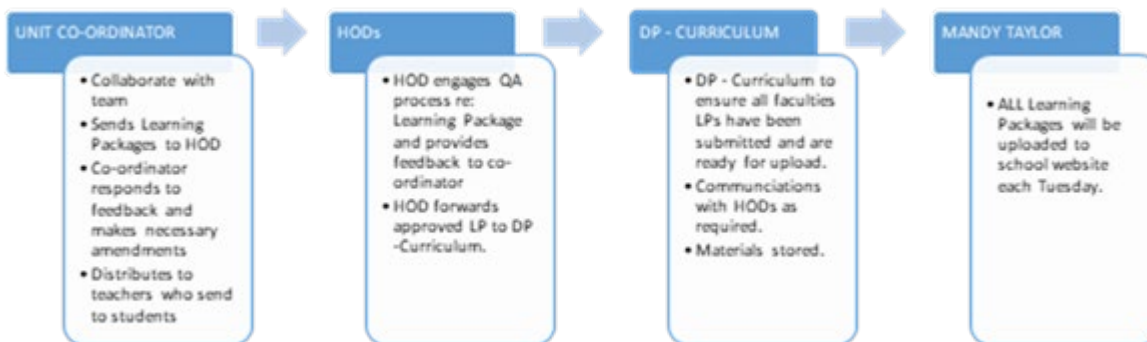
- Ensuring that group email lists for each class have been organised.
- Sending an initial email to students (and parents) providing details of coursework expectations, resources required (including access to online platforms) and how students are able to ask questions and seek clarification specific to learning goals, task requirements and due dates.
- Checking-in with students each lesson, monitoring student progress, differentiating learning activities to levels of ability and keeping a record of attendance. (More information of attendance monitoring to come from EQ)
- Establishing routines and rules (eg how students ask questions, how feedback will be provided taking turns to talk) as per a normal classroom.
- Observing protocols for virtual classrooms:
 - Ensuring that the physical space is appropriate eg not private or intimate (no bedroom)
 - Considering the camera view of your video conference (no sign of inappropriate or private items)
 - Upholding the Staff Dress Standard Framework (no PJs sorry)
- Ensuring you do not leave students alone in an online classroom without supervision - depending on the platform
- Making themselves available to students (health and family circumstances permitting) during regular school hours (8.50am – 2:50pm).
- Reading TW@TC and actioning as appropriate.
- Participating in faculty meetings each week at the agreed time.
- Reporting student online misconduct to HOD/Year Level Deputy Principal. Approved statement to be sent to offending students. If online misconduct relates to interactions with staff – Year Level Deputy Principal

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will communicate with student/family and communications between student/teacher will cease for a determined period of time (with the exception of emailing learning packages).

- Referring to HOD/Deputy Principal any poor behaviour and breaches of the Responsible Behaviour Plan for Students through OneSchool (eg failure to submit work, swearing).
- Notifying the Duty Deputy if you are unable to meet your teaching commitments for the day. Staff absences will be included in daily notices to students.
- Responding to student and parent enquiries only during school hours.

Curriculum/Learning

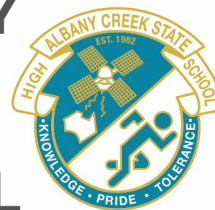


Teachers' responsibilities include:

- Ensuring students are provided with a Unit/Term overview that clearly outlines the progression of learning, necessary resources and assessment expectations and checkpoints for that period.
- Unit Coordinator should liaise with other teachers (email and telephone where appropriate) and should collaborate on Unit content, activities and resources.
- Learning packages should be emailed by Unit Coordinators to HODs three days prior to being sent to students for quality assurance purposes. (English and Applied Technology packages five days prior). HODs will return to Unit Coordinator who will forward to teachers on Friday for distribution to their class on the following Monday.
- Emailing student learning packages (including instruction, resources and activities) on Monday each week and should be available to students during regular school hours. Curriculum delivery must align with AC/QCAA requirements and should provide quality learning opportunities for students.
- WAVE teachers will receive their learning package from the Year Level Coordinator and will email to students. Package will include a weekly challenge which should be submitted.
- Year 11 and 12 ESP teachers will receive their learning package from the ESP co-ordinator and will then email to students.
- Alerting relevant curriculum HOD promptly if they become concerned about any aspect of online curriculum delivery.
- Providing regular feedback to students, reinforcing continued engagement with Learning@Home and communicating regularly about activities and assignments.

Assessment

- Assessment expectations should be clearly communicated with students. There should be no changes to assessment expectations unless confirmed by the HOD.
- Any assessment instruments requiring amendment must undergo a quality assurance process via the HOD prior to distribution to students.
- All assessment instruments must be presented in the approved template.



HEADS OF DEPARTMENT

- Heads of Department are responsible for:
 - Re-allocating duties, (if required and in consultation with their DP line managers), to ensure equity of workload for all teachers.
 - Designing their faculty plan which will detail staff responsibilities, subject coordination responsibilities, communication protocols (including faculty meeting times), quality assurance of curriculum and processes to monitor staff wellbeing and engagement.
 - Previewing all learning packages prior to them being sent to students to quality assure learning provisions and to ensure the program aligns with curriculum and meets the needs of the students.
 - Ensuring appropriate supervision of staff, monitor wellbeing and offer assistance as required.
 - Clearly communicating assessment expectations in the faculty – these should remain unchanged unless approved by the HoD.
 - Communicating current/ongoing concerns regarding Year 11 and 12 assessment urgently to HoD (Senior Schooling) and Deputy Principal (Curriculum and Pathways).
 - Nominating to their DP line manager, a teacher from within their faculty to assume the HoD role, if required.
 - Identifying to their DP line manager, back up Unit Coordinators.
 - WAVE/ESP will continue to be delivered in an online environment – co-ordinated by HoD (Learning Engagement) and ESP Co-ordinator (Luke Martin).

HEAD OF DEPARTMENT	LINE MANAGER
Helen Beasley	Kym Everett
Sandra Marx	Kym Everett
Sheridan Townsley	Mahoney Archer
Wendy White	Mahoney Archer
Jane Irvin	Mahoney Archer
Deb Ruellan	Mahoney Archer
Joe Daniels	Greg McMahan
Adam Nicholson	Greg McMahan
Natascha Counsell	Greg McMahan
Ali Read-Marsczak	Greg McMahan
Luke Martin	Sandy Kane
Sue Swan	Sandy Kane
Shaun Cathro	Sandy Kane



- Additional Tasks:
 - HoD (The Arts) to supervise duties and wellbeing of Instrumental Music teachers
 - HoD (IT) to supervise duties and wellbeing of Technicians and Mandy Taylor
 - HoD (Learning Connections) to supervise duties and wellbeing of case management of SEP students
 - HoD (Learning Engagement) to supervise duties and wellbeing of Attendance Officer and TA Learning Engagement
 - HoD (Science) to supervise duties and wellbeing of the Science Officers
 - HoD (Senior Schooling) to supervise duties and wellbeing of TA Senior Schooling
 - HoD (Teaching & Learning) to supervise duties and wellbeing of Mentors

SUPPORT STAFF - TEACHER AIDES, ADMIN OFFICERS, SCIENCE OPERATIONS OFFICERS, DEFENCE MENTOR, COMPUTER TECHNICIANS SCHOOLS OFFICERS AND CLEANERS

- TAs/AOs will, where possible, access the Support Pool and complete work as appropriate. Save this link to the home page <https://qedu.sharepoint.com/sites/2155> on the technology you will be using if you are required to work from home – Phone, iPad, Laptop etc. This will give you access to the Support Pool where we will communicate and request jobs. <https://qedu.sharepoint.com/sites/2155/operations/Lists/TA%20Pool/AllItems.aspx?web=1>
- Support Staff should check emails regularly, read TW@TC each week and action as appropriate.
- Support Staff will be required to complete tasks outside of their normal role as directed by the Business Manager/A03 or HoD. Only suitable to the individual and safe tasks will be requested of staff.
- AOs will provide administrative support to the Executive Team and as directed by the Business Manager/A03.
- SOOs will provide support to Science faculty as directed by the Science HoD.
- Technicians will provide technical support to staff and students and as directed by the IT HoD.
- Schools Officers (Facilities and Grounds) will complete work as directed by the Business Manager.
- Cleaners will complete work as directed by the Business Manager/A03.
- Communication with cleaners will be via text message and personal email accounts.
- Support staff will be available during normal rostered work hours.
- All individual contact with students and parents must be recorded in OneSchool.
- All group contact with students and parents must be copied and saved on OneDrive.

YEAR LEVEL COORDINATORS

Year Level Coordinators will:

- Respond to student non-curriculum concerns as they arise.
- Undertake case management of student allocated by the Student Support Team.
- Communicate with WAVE teachers to continue the WAVE program. WAVE online lessons will be co-ordinated by HoD – Learning Engagement and supported by the YLCs.
- Receive the weekly online WAVE lessons from the HoD Learning Engagement, then add year level specific material and forward to the appropriate Year Level WAVE teachers.
- Receive and track WAVE engagement through communication with WAVE teachers, and follow up where appropriate
- Communicate a weekly challenge to students. Advise HoD Learning Engagement of outcomes as these will contribute to the House points for the House Cup.



GUIDANCE OFFICERS AND STUDENT SUPPORT TEAM

Guidance Officers will provide support for students by:

- Maintaining responsibility for the integrated case management and support of students.
- Responding to referrals from DPs and emails to GuidanceOfficer@albanycreekshs.eq.edu.au between the hours of 8.00 am – 4.00 pm.
- Making appropriate referrals to the Student Support Team and external agencies as required.
- Preparing appropriate health and wellbeing messages for sharing on the school Facebook page, website and TW@TC.
- Participating in scheduled telephone conversations with parents and students.
- Guidance has created a OneDrive folder for Student and Staff Well Being materials within the Student Support Folder

Student Support Team

- Student or parents can access direct Guidance Officer support through the Guidance Officer email address – GuidanceOfficer@albanycreekshs.eq.edu.au
- Student Support Team will meet each Friday at 12.00 to share information about students, to allocate case managers and discuss action or follow up for supported students.
- Members of the Student Support Team will upload their case notes to the shared document on OneDrive by 10am on Friday each week.
- Expectation of case management – contact student, determine support that student would need and engage with, feedback to Student Support Team about contact made, support offered and engagement of students.

Engagement Expectations and Student Well Being

Expectation: student will make contact with each of their teachers at least once per week. Teachers will make contact with all students in their class during each scheduled lesson.

Teachers will:

- record student contact
- report to the HOD the students who have not contacted them or replied to contact initiated by the teacher

HoD will:

- take note of the students not engaging and follow up as appropriate
- refer students to HOD Learning Engagement by Thursday each week if HoD is not successful in engaging the student/parents.
- HOD Learning Engagement will bring this to Student Support Team meetings for allocation to a case manager for follow up.

Student Support Team will:

- allocate a case manager to each student and make contact with a parent by email followed by a phone call if no response within 24 hours
- add the student to the Student Support Team case management list to check in weekly as determined

Communication

- If on site – communication as usual through phone calls, emails and meetings where possible.
- If not on site – Deputy Principals will make phone calls, and Guidance Officers and support staff will email. If there are major concerns GO will contact services and/or agencies.



Staff and Student Well Being

- Student Support Team will develop materials to share each week around Student Well Being and Staff Well Being.
- Staff communication will be through email and TW@TC.
- Student communication will be through email.

EXECUTIVE TEAM

The Executive Team will provide support in the following ways:

- Executive Team
 - Supervision/line management and responsibilities as per *2020 Leadership Team Roles and Responsibilities*.
 - Available during agreed hours (8.00 am – 4.00 pm), to assist staff with questions and enquiries.
- Business Manager
 - Respond to enquiries re finance and Student Resource Scheme.
 - Manage finance, facilities and asset loans.
 - Manage Support Staff and allocation of duties.
- Deputy Principal – Mahoney Archer
 - Student management: Years 10
 - Curriculum: overall responsibility for ensuring quality of curriculum/assessment, ensuring learning packages have been sent and are uploaded to website
 - AARA applications
 - Respond to referrals from teachers and HODS and action accordingly (this includes referrals by teachers of student online misconduct and recording in OneSchool)
 - Respond to year level parental concerns
- Deputy Principal – Kym Everett
 - Student management: Years 9 & 12
 - Attendance and Engagement: overall responsibility for ensuring accurate recording of attendance and follow up processes for those not engaging
 - Student Wellbeing: overall responsibility for monitoring student wellbeing through management of support team
 - Respond to referrals from teachers and HODS and action accordingly (this includes referrals by teachers of student online misconduct and recording in OneSchool)
 - Respond to year level parental concerns
- Deputy Principal – Greg McMahan
 - Student management: Year 11
 - Timetable: responsible for timetabling supervision of students and communicating staff absences
 - Staff Wellbeing: overall responsibility for monitoring staff wellbeing
 - Daily Notices: responsible for collation and distribution (Staff absence will be communicated through notices)
 - Respond to referrals from teachers and HODS and action accordingly (this includes referrals by teachers of student online misconduct and recording in OneSchool)
 - Respond to year level parental concerns

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ALBANY
CREEK
STATE
HIGH
SCHOOL



- Deputy Principal – Sandy Kane
 - Student management: Year 7 & 8
 - HR: overall responsibility for staffing and leave
 - Communication: responsible for emailing updates to community, Facebook, website
 - Technology/Teaching & Learning: overall responsibility for virtual/online learning and building staff capability
 - Respond to referrals from teachers and HODS and action accordingly (this includes referrals by teachers of student online misconduct and recording in OneSchool).
 - Respond to year level parental concerns.

- Principal- Janelle Amos
 - Liaise with Leadership Team in regards to emerging issues and concerns, arising within their year levels and faculties
 - Disseminate key information to staff through TW@TC and/or emails to school community
 - Respond to parental concerns, staff concerns, and students' concerns
 - Re-allocate duties and responsibilities in response to emerging issues
 - Liaise with Regional and Central Office