**Leadership Task Breakdown**

ECE and Primary – Regency Park Campus

(Includes Year 6 at CP)

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| **Task** | **Person Responsible** | | | | **Comment** |
| Rob | John | Melissa | Andrea |
| Staff Leave | # |  |  |  |  |
| Student Behaviour / Pastoral Care and Leadership | # |  |  |  | Significant behaviour issues go through Rob, smaller issues may be dealt with by Coordinators  Year 6 leader to communicate with leader present /Rob |
| School Reports |  | # Y4-6 | # Y1-3 |  |  |
| PowerSchool |  | # |  |  | Amita to support |
| Atlas |  |  | # |  |  |
| Reading reports | # | # | # | # | Assigned by Rob |
| Potential movement of students (up or down) |  |  |  | # |  |
| English - Writing Review Plan and oversee Literacy |  |  | # |  | Yr 1-6 |
| Develop Topics of Inquiry, Oversee Yearly overview planning |  | # Y4-6 | # Y1-3 |  |  |
| Oversee unit planning (Mathematics and Topic) |  | # Y4-6 | # Y1-3 |  |  |
| Support to Year Leaders; Teachers; with: Planning, Assessment and Reporting; |  | # Y4-6 | # Y1-3 |  | 1st point of contact for Year leaders and teachers with any curriculum related matters |
| EOTC – Field Trips, Sleepovers and Camps |  | # Y4-6 | # Y1-3 |  | Consult with Rob |
| Assessment requirements |  | # Y4-6 | # Y1-3 |  | Beginning of year; standardized… |
| Portfolios & Student Led Conferences |  |  | # |  |  |
| EAL |  |  |  | # |  |
| Learning Support |  |  |  | # |  |
| Extension |  |  |  | # |  |
| Overseas / Local Orders |  | # |  |  |  |
| Subscriptions |  | # |  |  | Online - Brainpop, Mathletics, etc… |
| Parent Workshops |  | # |  |  | Working with Parent Relations |
| Assemblies | # Y2-3 | # Y4-5, 6 | # Y1 |  |  |
| Professional Development focuses and initiatives/ Records of PD |  |  | # |  |  |
| Parent and Student Transition Activities |  | Yr 5 to 6  Yr 6 to 7 | K4 to Y1 |  |  |
| Staff Meetings - Agendas | # |  |  |  |  |
| PLT/PCT – Agendas/Minutes |  | # |  |  | Supported by Melissa |
| Repeating Students |  |  |  | # |  |
| Appraisal | # | # | # | # | Rob oversees Appraisal process |
| Year Level  Blogs - Check |  | # Y4-6 | # Y1-3 |  |  |
| Assessment analysis / data reporting |  | # |  |  | Rob oversees ISA |
| Oversee Curriculum Review Cycle |  | # | # |  |  |
| Maintain Curriculum Guidance Documents - staff and parents |  | # | # |  |  |
| Co-Teaching Issues |  | # | # |  | If issue is serious or can’t be resolved, take to Rob. Chinese teachers go to Sissy. |

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| TASK/AREA | Person Responsible | Line Leader | Comment |
| Character Education | Leo | John |  |
| PE/ASA Programme | Lennart | Rob |  |
| ICT: Integration / Teaching | Amita | Damien |  |
| Learning support | Learning support teachers | Andrea | Rob to oversee |
| EAL | EAL teachers | Andrea |  |
| Extension | Christine | Andrea | Rob to oversee |
| School Counsellor | Zoe | Damien/Mary |  |
| Art | Anita | Melissa |  |
| Music | Edward | John |  |
| Library | Tania | Melissa |  |
| Year Book | Amita | Rob |  |
| IIIP | Judy | Damien/Rob |  |
| Community Relations Officer  POP Liaison Officer | Roseline  Nadine | Damien/Mary |  |

Please Note - *Chinese Staff will have their own leadership task breakdown document which will be in Chinese and provided to Chinese Teachers.*