



Blakehurst High School

Online

STAFF Expectations and Responsibilities

Integrity Rigour Empathy

Rationale: To foster continuity in our student's education through collaboration, consistent practices and professionalism.

1. Core operational hours:

The core operational hours for the school are between 8:30 am and 3:30 pm Monday to Friday. As we have period zero some staff will be on duty from 7.45am.

However, our **core teaching hours are from 9.00am to 3.00pm**. Communication with parents should occur between these hours.

Staff will need to sign on in Sentral by 8.30am and sign off at 3.30pm regardless of having a TIL. As we need to be accountable with regards to "working from home"

Staff need to be on call until 3.30 in case we need to communicate individually to staff or meet virtually as a group for any given reason.

If you are working from home, there is an expectation that you are active online supporting student learning and school operation during these hours. All staff need to be available during these hours. Adhering to your time table structure will provide consistency and routine to students. It is recognised that these arrangements at times may be flexible. It is also recognised with teaching staff, that work will also happen outside of these hours, as it does normally in the form of lesson preparation, marking etc. However, please limit your interactions with students and parent as much as possible to our core teaching hours. We do not want students or parents to develop unrealistic and unsustainable expectations of our availability nor provide a reason for staff comparison.

The important thing is to make sure that we are "digitally visible" for students, and parents. each day. Students and staff will be isolated during this time and it is important that we maintain a sense of normal routine and operation when working from home. It is also important that all staff have adequate breaks and don't "over-work", which can be easier to do when working offsite and online.

Sport Time – should be used to catch up with students, who have not shown any online student engagement. We are developing procedures to allow for SASS staff to support this critical need.

2. Teachers working from home:

- Log onto Sentral and **Sign in** each day. Check Sentral messages
- Check in with students through Google classroom – send a welcome message for each class, each period and add learning intentions and success criteria.
- Note students participating in online lesson whilst we formalise this procedure

- Deliver content directly to students
- Provide explicit link from previous lesson
- Check work completed or turned in by students to ensure that there has been some form of engagement from the students since you last checked.
- Provide feedback to students regarding completed work
- Give positive Sentral entries for students who are completing work, contributing to discussions etc
- Email students who have not engaged with content – the SASS staff will be able to contribute to this
- Prepare content for future lessons
- There is an expectation that students engage with work during timetabled periods. However, this may not be possible for all students. Where you do want to engage directly with students, through Zoom for example, please ensure you schedule a time with students that aligns to the time you would have had the timetabled lesson if you were at school. Do not use another subjects lesson time unless negotiated.
- Teachers need to maintain a register in their teacher chronicles of the content delivered and to track student engagement in this content. If a student does not engage in content over a number of days the teacher should attempt to email them directly to check that they are OK and see if they need any assistance. If there is no response from this contact then please email the SASS staff member assigned to the particular Year group and cc the Year Adviser. The SASS staff member will follow up and place notes in Sentral.

3. Teachers on Supervision at School

- Sign in on site and Log onto Sentral and Sign in each day. Check Sentral messages.
- Mark attendance roll (paper roll) for those students present and submit to the front office.
- Supervise those students in attendance as rostered and support them to complete the online learning set by their teachers.
- Teachers attending school on duty will continue with their online teaching responsibilities.
- Teachers need to contact HT Admin if too unwell to attend school. Then complete leave application on SAP.

4. Head Teachers

Aside from their teaching duties, Head Teachers will:

- Conduct Faculty meetings using Teams or Zoom
- HTs need to invite the Senior executive to these reoccurring fortnightly scheduled meetings
- HTs need to record online video meetings
- Follow up on the wellbeing of any staff who have not signed into Sentral
- Supervise work being set out and completed by their faculty in Google Classroom
- Otherwise support their staff in the delivery of online learning

- Ensure that the classes of any teachers too ill to engage in online learning are otherwise supported by other teachers

5. Head Teacher, Teaching and Learning

The Head Teacher, Teaching and Learning will continue to oversee Curriculum compliance. They will:

- Support the continued upskilling of staff
- Source professional development and online teaching resources and share with staff
- Support the development of online resources and share this with Teacher Librarian who is collating this data and these resources.
- Track the support of students who have IEPs at home by responding to emails from Year Advisors and Teachers -and parent emails which may come through the front office
- Courtesy call to students to assist in this process
- Liaise with the Technology Officer with regards to continued student support
- Support the Diverse Learning Team in their varied roles
- Adapt and evolve the staff professional learning schedule for Term 2 onwards

6. Head Teacher Curriculum

The Head Teacher Curriculum will continue to oversee Curriculum compliance. They will:

- Support the completion of stage 4 programs in Term 2 and final stage 6 documents by the end of this term.
- Meet with Head Teachers and coordinators of subjects to support progress – this meet up and actions will be documented

Collate:

- a) Modified Assessment Schedule
- b) Assessment Notifications
- c) All Assessment tasks

In an Assessment Drive within Google Drive

- Continue to ensure NESAs compliance through communication with Head Teachers and the Senior Executive – this will be documented

7. Head Teacher Administration

The Head Teacher Administration will continue to support the operational nature of the school. They will:

- Monitor roster of staffs' mode of delivery and communicate this daily to the senior executive, and SASS staff.
- Enter staff absenteeism into SAP
- As long as school is opened, employ a casual to supervise students

8. Teacher Librarian

The Teacher Librarian will be collating staffs' online resources among other responsibilities including:

- Resourcing the curriculum
- Facilitating access to the collection
- Sharing remote independent learning tools with students on Google classroom

9. Welfare Coordinator

The Welfare Coordinator will continue to support both students and staff well-being. They will:

- Communicate with parents following the BHS Communication Protocols posted on the website and shared with staff.
- Respond appropriately and collaborate with Year advisors and School Counsellors
- Meet with the welfare team as scheduled
- Communicate with the Senior executive
- Share well-being strategies with students through Google Classroom
- Share staff well-being strategies with staff
- Consult with the senior executive and place student well-being strategies on the school website – sending these through the SASS staff to upload

10. Year Advisors

Aside from their teaching duties, Year Advisors will:

- Continue to contact students of concern
- Respond to parents concerns that have come through via email from the front office
- Respond to any concerns staff may have with regards to students.
- When Year Advisors make contact with students they are to check that the student is OK and see if they need any assistance engaging with the work or any other well-being concern.

As a result of this they may then:

- Feedback to the teacher anything from the conversation
- Contact the HT Teaching and Learning if they feel the student might need Learning and Support assistance
- Have the student email the school and attention the email to the Technology Officer if they need tech support
- Contact the subject HT if they feel that the issue is a discipline or classroom teacher-related issue, such as refusal to complete work, blame regarding teacher/teaching etc
- Contact the Welfare Coordinator if they feel that there are issues related to student wellbeing

- Ensure all data is recorded in Sentral
- Generally, post messages and comments for students of a positive year group nature to keep them connected, such as: announcing the birthdays for the week, congratulating the students with the most positive Sentral entries for the week, etc. Run “Year Meeting” lessons in Google Classroom or Zoom You might record a weekly video for students to watch, for example.
- Participate in scheduled Welfare meeting as coordinated by the Welfare Coordinator

11. School Counsellors

School Counsellors will continue to support our community. They will:

- Support students and parents who have completed the School Counsellor referral form
- Respond to emails forwarded through the front office as referred to in the Communication Protocol
- Communicate and collaborate with Year Advisors and the Welfare coordinator
- They will communicate and collaborate with the Learning and Support Teachers
- Be involved in conferencing via Teams or zoom that are scheduled and reoccurring
- They will communicate with the Senior Executive with regards to students they are supporting on an ongoing basis via email and Google Drive documentation – this will remain confidential
- They will escalate any high risk concern to the Principal and Welfare Coordinator

12. Student Learning Support Officers

SLSOs will continue to support the students they normally support, under the direction of HT Teaching and Learning and LaSTS. This should include regular contact via Google Classroom, email or phone where they help support students directly. Ideally, there should be contact with students proportionate to the contact support they receive at school. For some students this may be daily contact. SLSO’s may also be able to participate in Zoom or Teams meetings.

13. SASS staff

The SASS staff including the GA will continue to support the operational nature of the school

- The Finance Manager and SAM will report to the Senior executive with regards to their duties.
- SASS will complete duties as allocated by SAM. This will include a mix of staff at school and staff working from home. They will be responsible for communication between parents and the school, including any enquiries from parents and requests for work etc.

13. Staff Absenteeism

- If a teacher or SASS member becomes ill and is unable to perform the above duties they must message the school mobile as though they are absent and also let their HT know.

For prolonged illness, the HT will need to assign other staff to support the online learning for the sick teachers' classes.

Other Relevant procedures

1. Student Assessment

- Assessment 7-12 will continue.
- All assessment need to be modified appropriately so that they are able to be submitted on line
- Students will need to be issued with an assessment schedule Term 2 onwards
- Students need to be given 2 weeks notification.
- Staff need to email the following documents to Jacqui Simpson HT Curriculum

a) Modified Assessment Schedule

b) Assessment Notification

c) All Assessment

These will need to be collated in an Assessment Drive within Google Drive

Students who do not complete an assessment task will be given an opportunity for extension:

Staff will notify students through google classroom and email parents – Sass staff will assist with this

Parents will need to complete and send through a misadventure form

Otherwise parents may email the front office – who will then forward the email to the staff member.

Students in years 7-10 who do not commit to this negotiated date, will be awarded a zero mark

Year 11 and 12 students will be issued with Warning Letters if they do not submit their task online - as is standard procedures.

Parents need to email through the completed misadventure form with a letter clearly stating why their child could not hand in their assessment.

2. N-Warnings

For the period that we are delivering e-learning, we will be generating the Warning Letters on line- however, we will not be sending them home. Students failing to complete an assessment will have a mark of zero recorded and there needs to be contact from the Teacher in the first instance and then the Head Teacher to the student and parent in the second instance when that student has not followed through with completing the task. An entry needs to be made in Sentral as though it is an N-Warning, but no letter should be sent home.

Although we need to be very sensitive to what is going on in the community and with students and families. I doubt we would get any support to N- Determine a student due to circumstances associated with this current situation. This is about keeping our expectations high.

Faculties will need to complete the Monitoring Assessment Schedule.

All data needs to be recorded in Sentral.

3. Student Attendance

All students are assumed to be in attendance by default. Please allow for the fact that students may not all engage in school work during school hours. The main thing is that they are engaging in work at some point. If there are concerns that a student has not engaged in any work for some time, contact the relevant Year Adviser and SASS member assigned to the year group. They will contact home and record this information.

If students are disengaged completely the Welfare coordinator and Senior Executive will need to be informed. This may lead to School Counsellor involvement.

4. Communications Protocols

Parents will be communicating to the school via the Communications Protocol emailed home last week and placed on our website.

Internally staff will need to adhere to the following:

- Staff to contact to Year Advisers and Wellbeing Team is to be via Sentral Mail, as per normal
- Always contact students/parents via Google classroom and student or parent email.
- SASS at school will be able to contact parents via the phone whilst at school or via email whilst working from home.
- Staff are not to contact students via their own mobile phone number.
- Staff are not to give out their own mobile number. If you ever do need to call a parent or student in an emergency, block out your number.
- The main form of contact with students will be via Google Classroom and email. Do not contact students outside of this, such as through social media.
- If you are running a Zoom meeting with students, avoid running the meeting with only one student (which would be the equivalent of being alone with a student in a classroom with the door shut); instead, try to do this in small groups. If you have to conduct a one-on-one meet, then you can use the “record” feature to record the meeting in case there are any concerns arising afterwards.
- Establish basic protocols/expectations with students for online meetings, such as locating in an open/public space at home (no bedrooms), dressed appropriately, minimise background noise where possible, etc. I will put something general out to

students and parents; please reinforce this.

- Any direct contact, such as email or Zoom, should occur inside of school core hours. Do not contact students outside of this time except in exceptional circumstances. It is important that we don't establish unreasonable expectations of staff time and availability.
- Keep a log of student contact. I will distribute a sheet to register these actions for normal contact related to learning. If you make additional contact to this, such as for wellbeing purposes or because of the equivalent of a N-Warning letter, then please record these in Sentral as a data record.

5. Meetings

Online meetings will now be part of our core business

- Staff will need to cc me and the Deputy Principals in re-occurring scheduled meetings.
- The executive meeting will continue at 1pm each Wednesday
- The staff meetings will also continue of a Tuesday afternoon
- A meetings protocol with a list of scheduled faculty, welfare, learning support meetings will be developed, shared and published on the school calendar.
- We need to be transparent and accountable

Please NOTE these responsibilities and expectations are likely to evolve as we evolve. However, until that moment and until the next version emerges and is shared this is what we need to follow through with consistently.

I realise that there has been minimum consultation – however, thus far the senior exec believe the above document is fair and that above all, we need protocols in place to keep our new norm humming

We cannot have staff acting on assumptions or their own belief – we all need to be on the same page. This will only enhance our effectiveness individually and as a team.

Thanking you,

Sophie, Mahmud and Alison