<table>
<thead>
<tr>
<th>Team</th>
<th>AP ES1 and S1</th>
<th>AP S2</th>
<th>AP S3</th>
</tr>
</thead>
</table>
| **Leadership/Supervision** | o Coordinate and lead teachers of ES1 and S 1.  
| | o Support staff in understanding stage outcomes & expectations.  
| | o Ensure staff are using syllabus documents & support material  
| | o Provide feedback to staff in relation to school targets  
| | o Ensure the teaching programs in the school are addressing student needs  
| | | o Coordinate and lead teachers of Stage 2.  
| | | o Support staff in understanding stage outcomes & expectations.  
| | | o Ensure staff are using syllabus documents & support material  
| | | o Provide feedback to staff in relation to school targets  
| | | o Ensure the teaching programs in the school are addressing student needs  
| | | o Coordinate and lead teachers Stage 3.  
| | | o Support staff in understanding stage outcomes & expectations.  
| | | o Ensure staff are using syllabus documents & support material  
| | | o Provide feedback to staff in relation to school targets  
| | | o Ensure the teaching programs in the school are addressing student needs  
| **Student Welfare & Discipline** | o Manage Student Welfare - ES1 and Stage 1  
| | o Support staff with parent meetings  
| | | o Manage Student Welfare - Stage 2  
| | | o Support staff with parent meetings  
| | | o Manage Student Welfare – Stage 3  
| | | o Support staff with parent meetings  
| **Welfare Programs** | o Child Protection ES1 and Stage 1.  
| | o Ensure the consistent implementation of Student Resilience Program.  
| | o Ensure all students are treated in accord with their special needs.  
| | | o Child Protection Stage 2.  
| | | o Ensure the consistent implementation of Student Resilience Program.  
| | | o Ensure all students are treated in accord with their special needs.  
| | | o Child Protection Stage 3.  
| | | o Coordinate school’s child protection program.  
| | | o Ensure the consistent implementation of Student Resilience Program.  
| | | o Ensure all students are treated in accord with their special needs.  
| **Whole School Programs** | o Manage and coordinate Kindergarten Enrolment, Orientation and Transition  
| | o Supervise and edit students’ semester reports for ES1 and Stage 1.  
| | | o Gymnastics program  
| | | o Supervise and edit students’ semester reports for Stage 2.  
| | | o Mathematics/CMIT Team  
| | | o Supervise and edit students’ semester reports for Stage 3.  
| | | o Supervision and coordination of New Scheme teachers.  
| **Stage Programs** | o Lead analysis of Best Smart, Reading Benchmarks, SMART data and Semester assessment data, and its application to programming to direct teaching and learning to meet school targets.  
| | | o Coordinate Stage 2 Reading and Mathematics groups  
| | | o Lead analysis of SMART data and Semester assessment data, and its application to programming to direct teaching and learning to meet school targets.  
| | | o Coordinate Stage 2 and 3 Maths Matters program  
| | | o Coordinate Stage 3 Reading and Mathematics groups  
| | | o Lead analysis of SMART data and Semester assessment data, and its application to programming to direct teaching and learning to meet school targets.  
| **Administration** | o Casual teachers Term 3  
| | o Scripture  
| | o Playground duty rosters – development and monitoring  
| | o Store room orders  
| | o Assist in the implementation of changes to a day’s timetabling as required, e.g. Incursions, wet weather.  
| | o Assist with the preparation of ASR, SMP.  
| | o Any other duty as requested by the Principal.  
| | | o Casual teachers Term 4  
| | | o Scripture  
| | | o Playground duty rosters – development and monitoring  
| | | o Store room orders  
| | | o Assist in the implementation of changes to a day’s timetabling as required, e.g. Incursions, wet weather.  
| | | o Assist with the preparation of ASR, SMP.  
| | | o Any other duty as requested by the Principal.  
| | | o Casual teachers Term 1 2012  
| | | o Assist in the implementation of changes to a day’s timetabling as required, e.g. Incursions, wet weather.  
| | | o Assist with the preparation of ASR, SMP.  
| | | o Any other duty as requested by the Principal.  

The specific duties of each Assistant Principal will be reviewed at the beginning of each year and whole school programs allocated at that time.