

Leadership Matrix

This Leadership Matrix provides a guide to knowing the best person to ask to clarify, be helped, share an idea, or for support to use agile thinking to solve a problem.

Why?	Who?
Student Communication Strategy	Speech Language Pathologist
Activity Consents	Class teachers; Principal, AO
Advisory visiting teachers	Deputy Principal, Eloise
Advisory visiting teacher referrals	Class teachers
Annual Implementation Plan	Principal
Building projects	Principal, Deputy Kate
Camps	Deputy Principal, Kate; Teachers
Capability development plans	Deputy Principals, Principal (phase and system leaders)
Cleaning oversight	BSM
Code of Student Behaviour	Phase leader, Senior teachers
Communication Strategy	Principal
Consumables distribution	Schools officer
Curriculum 3 levels of planning	HOD-C
DoJo Coordination and Support	Deputy Principal, Eloise Senior teacher, Lyndel
DREAM/OSHC Liaison	Principal
Electrical test and tag	BSM
Emergency management	Class teacher, Principal
Enrolments	Guidance officer, Principal
Extensive Plus	Class teacher, Guidance Officer, Principal according to policy
Family supports	Chaplain
Financial budget	BSM, Principal
ICP endorsement	Parents/guardians, Deputy Principals (phase leaders)
ICP negotiation/preparation	Class teacher
ICT coordination and support	BSM
International Interns	Principal
Manual handling	Physios
Medical and medication: staff	Principal
Medical and medication: students	Deputy: Kate
Neuroscience project and manual	Senior teacher, Virginia, Principal
Orders	BSM
P and C Liaison/Communication	Principal
Parent activity consent	Class teacher
Personalised learning plans	Class teacher
Policies and Protocols	Principal
Positive Behaviour Support	Phase leaders, Principal
Professional development	Principal
QCIA Data	Deputy Principal Tina
QCIA Plan endorsement	Deputy Principal, Tina
QCIA Plans	Class teacher
Rehabilitation	BSM
Reimbursements	BSM
Safety, Risk Management	Principal, BSM, WHS representatives, WHS committee
School calendar	Principal

Why?	Who?
Staff absences	Deputy Principal, Kate
Staff induction	BSM and Leaders
Staff induction and mentoring	Senior teachers
Staff leave	Principal
Strategic plan	Staff, Principal, Council
Student transport	Deputy Principal, Kate
Student wellbeing	Guidance officer, Deb
Staff wellbeing	Wellbeing committee, chaplain, staff
Staffing budget	Principal, BSM, Deputy Principal Kate
Student report preparation	Teachers
Student report buddy checking	Teachers
Student report final checking and sign off	Principal, Deputy Principals, HOD(C)
Student report teacher sign off, printing, laminating	Class teachers
Student reports school to home	Admin officer
Student verifications in ID	Class teachers, Guidance officers
TAFE Students on placement	Deputy Principal, Kate
Therapy	Physio: Louise, Anastasiia, OT: Jacinta, Breeana, Speech: Kirsty
Therapy equipment	Physios, OTs
Therapy equipment testing	BSM with Physio input as needed
Third party software permissions	HOD-C
TRACER relief teacher management	Deputy Principal, Kate
University Students on placement	Principal
Values, Code of Conduct	Staff, Principal
VET Coordination	Deputy Principal, Senior teacher Paul
Volunteer coordination	Deputy Principal, Eloise
Whole school paper notes to home	Admin officer
Work Cover	BSM
NAMES OF OFFICERS	
Principal	Charmaine Driver
Deputy Principal	Kate Meagher
Deputy Principal/Acting	Tina Green
Deputy Principal/Acting	Eloise du Plessis
Deputy Principal on leave	Sarah Kane-Lewis
Head of Department-Curriculum	Gabby Allen
Head of Department – Quality Teaching/ Acting	Ann Sibley
Guidance Officer	Deanne McCarthy
Guidance Officer	Deb Shaw
Business Services Manager	Ivan Durdevic
Administration Officer	Alice Trowse
Administration Officer	Tonya
Administration Officer - Lindum	Colleen Illa
Administration Officer - Manly	Durga Menon
Chaplain	Tini Rimoni
Speech Therapist	Kirsty Chen Townson

School Council Liaison	Principal
School publications	Leadership team approved by Principal
SET plan endorsement	Deputy Principal Tina
SET Plan endorsement	Class teacher
Snoezelen use and training	Deputy Principal, Kate, and OTs

Occupational Therapist	
Physiotherapist	Louise Svenson
Workplace Health & Safety (WHS)	
DREAM OT	Karla Zeitsmann
DREAM SLP	Anne Bovey, Kristy McCullough