NSW GOVERNMENT | Education

Excellence in School Administration Framework – Relationships

Aspect: Consistency and Vision in Planning
Focus: 1.5 Promoting the School and its Vision

Module: 1.5(a) School Plan and School Culture

SESSIONS

1. **School plan and school culture**

Presenter Notes

PURPOSE	**This module is one of a series of modules which have been developed to support the implementation of the Excellence in School Administration Framework.**
OUTCOME	At the completion of this module participants should be able to: • Understand that the school plan is the document which translates the school vision into a series of coordinated actions • Work collaboratively with colleagues to support the implementation of the plan in their workplace.
STRUCTURE	This module contains 1 session and has a total delivery time of 1 hour 10 minutes. Resources for this module include: • PowerPoint presentation session • presenter notes with pre-reading and guidelines to successfully deliver sessions • handouts and activities
AUDIENCE	Key audience is the front office administration staff, however it is a useful resource for all non-teaching staff in schools.
DELIVERY	This module can be completed in the following manner: • **Presentation style** – facilitator follows notes/slides and works through activities in a group setting • **Independently** – individual follows slides, notes and works through learning tasks and activities. To ensure the delivery meets the needs of your audience presenter should consider the following: • **For internal presentations (to own staff)** prior to presenting the session assess your knowledge of each participant's experience in this topic, adjust notes and resources where necessary • **For external presentations** at the commencement of the session ask participants to introduce themselves and briefly explain their reasons for attending, adjust notes and resources where necessary.

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Key to presenter notes

Presenter | Whole group activity | Small group activity

- general information for the presenter is provided in normal text
- *the presenter script is in italics*
- **the presenter instructions are in bold**

SESSION	WEBSITE	DESCRIPTION
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://education.nsw.gov.au/human-resources/media/documents/human-resources-strategies/fiveyrs-strategic-plan.pdf	**Referred to in slide 6** Go to the DoE Human Resources(HR) website and familiarise yourself with summary of 5 year Strategic Plan
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://detwww.det.nsw.edu.au/detresources/1__An_overview_of_school_planning_implementation_and_reporting_5_DEC_uWxEAwdmDQ.pdf	**Referred to in slides 8, 11, 12** Read the overview 1 page Fact Sheet
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://www.youtube.com/watch?v=SjueAjlblOo	**Referred to in slide 9** Watch this 4m 35s video before presenting this session

SESSION	WEBSITE	DESCRIPTION
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://detwww.det.nsw.edu.au/detresources/2__How_to_create_a_shared_vision_that_reflects_DEC_priorities_obpeYslunR.pdf	**Referred to in slide 13** Read the overview 1 page Fact Sheet
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://detwww.det.nsw.edu.au/detresources/3__How_to_develop_strategic_directions_tWtgFLRaeA.pdf	**Referred to in slide 15** Read the overview 1 page Fact Sheet
PRE-READING **The presenter should read the following resources prior to presenting this module.**	https://education.nsw.gov.au/teaching-and-learning/professional-learning/	**Professional Development** **SAS staff Reference Group (SRG)** **Referred to in last slide** Click on link and familiarise yourself with the SRG professional learning calendar, scheduled courses, SRG committees and contact details.

The following pages of this session contain all the information and resources the presenter needs to deliver this session. Instructions, information, timing and resources have been provided for the presentation. It is suggested that you follow the recommended timing and use the information to support your presentation. Allow time for questions or discussion after each slide before moving onto next slide.

Presenter notes – Session 1 – School plan and school culture

Structure

- Length of session: 1 hour and 10 minutes
- Number of slides: 25
- Handouts: 0
- Activities: 8

Equipment

- Computer and data projector or IWB
- Internet / log on to Portal
- **Ask participants to bring a copy of their school plan**

#	Slide		Presenter notes	Duration
1			**Note to presenter** **Before commencing this module please read the separate Presenter notes which outline all preparation required to successfully present each session** Welcome to the School Plan and School Culture module supporting the Promoting the school and its vision focus area of the Excellence in School Administration Framework. This module is one of a series of modules which have been developed to support the implementation of the Framework and contains notes for the presenter and identifies resources for the participants.	1 minute

#	Slide		Presenter notes	Duration
2			**Structure:** This module contains 1 session and has a total delivery time of 1 hour 10 minutes. Resources for this module include: • PowerPoint presentation session • presenter notes with pre-reading and guidelines to successfully deliver sessions handouts and activities. **Purpose:** This module is one of a series of modules which have been developed to support the implementation of the Excellence in School Administration Framework.	1 minute
3			**Delivery:** This module can be completed in the following manner: • **presentation style** – facilitator follows notes/slides and works through activities in a group setting • **independently** – individual follows slides, notes and works through learning tasks and activities. To ensure the delivery meets the needs of your audience presenter should consider the following: • **for internal presentations (to own staff)** prior to presenting the session assess your knowledge of each participant's experience in this topic, adjust notes and resources where necessary • **for external presentations** at the commencement of the session ask participants to introduce. **Audience:** Key audience is the front office administration staff, however it is a useful resource for all non-teaching staff in schools.	1 minute

#	Slide		Presenter notes	Duration
4			At the completion of this module you should be able to: • understand that the school plan is the document which translates the school vision into a series of coordinated actions • work collaboratively with colleagues to support the implementation of the plan in their workplace.	1 minute
5			At the completion of this session you should understand: • how the school plan is developed in consultation with stakeholders • that the school plan prioritises our school goals • how the school plan promotes the school and its vision.	1 minute

#	Slide		Presenter notes	Duration
6			The NSW Department of Education's 'Five Year Strategic Plan 2012-2017' and 'Public Schools NSW priorities 2015-2017 – Creating futures together', communicate the values and directions for our system. These documents will underpin all school planning, implementing and reporting for excellence. Principals develop a comprehensive school plan and annual school report in consultation with the school community, connected to a budget and student outcomes. **QUESTION:** Looking at this slide – in what ways do you think the school plan is relevant to SAS staff? Five Year Strategic Plan	2 minutes
7			In this session, we will discuss our school plan, what priorities have been identified for the school in the plan and what the SAS staff role is in the school planning process and in implementing the school plan. **QUESTION:** Where would you find a copy of a school's plan? **ANSWER:** All schools have a school plan published on their school website.	1 minute

#	Slide		Presenter notes	Duration
8			The principal collaboratively leads the development of our school plan with all members of the school community which includes: • students • teaching staff • non-teaching staff • parents/carers and the wider community. School planning, implementation and reporting factsheet	1 minute
9			We are going to watch a video created by the department, for an overview of the purpose of the school plan as presented by school principals. Key words to look out for are: “strategic directions” and “school vision” Consider as you watch the video how SAS staff are connected to the school plan. **Click on School Planning picture to start video or use link below** **Youtube Video - School Planning 2015-2017 (4.35 minutes)**	5 minutes

#	Slide		Presenter notes	Duration
10			The SAM has a role to play in the school planning process. The SAM contributes to the school planning process with advice on long term financial planning and explicit information on administrative practices to promote the school's functions and ongoing improvement. SAMs participate in discussions about milestones and budgets and impact on administrative practices in their school. The SAM plays a key role in helping the SAS staff team translate the school plan into a series of coordinated actions. The SAM will work collaboratively with you to inform, plan, and support the implementation of the plan and its actions in the school.	2 minutes
11			Should all SAS staff be involved? All staff should be involved in the initial consultation stage. Consultation occurs with the school community including students, teaching and non-teaching staff, parents/carers and community partners. [School planning, implementation and reporting factsheet]()	1 minute

#	Slide		Presenter notes	Duration
12			Why consult? Through consultation with the school community, the plan and its impact are strengthened. Strong partnerships between a school, its staff, parents/carers and community make a positive contribution to student learning. Broad community involvement in developing the school plan will lead to increased engagement by the school community. School planning, implementation and reporting factsheet	1 minute
13			All staff should understand the school vision, it is our common purpose. **Activity (3 minutes)** Look at your school plan. Find the 'School Vision Statement'. School planning and reporting factsheet 2	5 minutes

#	Slide		Presenter notes	Duration
14			The school vision statement is a short, precise statement to describe a school's high level goals for the future, shared values and philosophy. It is a statement about student learning and achievement that is aligned with the department's strategic directions. **Activity (3 minutes)** Look at your school plan. Read and discuss with the person next to you, the school vision statement and what it means to you. **QUESTION:** What are the key messages in the vision statement? **QUESTION:** What does this mean for you and your work?	5 minutes
15			All staff should understand the strategic directions. They are our common purpose. There are 3 strategic directions in the school plan; they are the key statements that describe the plan for the future. They indicate the priorities for our school community for the next 3 years and into the future. **Activity (5 minutes)** **Ask participants to read their school plan and discuss with the person next to them, the '3 strategic directions'.** School planning and reporting factsheet 3	5 minutes

#	Slide		Presenter notes	Duration
16			The school plan is implemented when we enact the school vision in our daily work towards the achievement of our school's strategic directions.	1 minute
17			As a member of the school staff, everyone has a responsibility to work towards the achievement of the school's strategic directions. It is important that when dealing with the school community, a consistent message is delivered about what we believe and what we are trying to achieve as a school. Every member of our staff, from our teachers in the classroom to the school executive, our front office staff, and students representing the school is responsible.	1 minute

18			**Activity (5 minutes)** **Ask participants to identify the 3 strategic directions of their school plan and discuss how non-teaching staff in the school can contribute to delivering one of these strategic directions**.	5 minutes

#	Slide		Presenter notes	Duration
19			**Activity (10 minutes)** **Ask participants to identify the following:** **Click to transition next point in slide** 1. Choose the strategic direction that is most relevant to your work **Click to transition next point in slide** 2. Identify your practices that support this strategic direction **Click to transition next point in slide** 3. Discuss answers in your group **Sample answers part 2** • communicating a positive school image with teachers, students, parents/carers and the community in how we present ourselves, what we say and do • consistent practices in dealing with parent/carer enquiries e.g. phone calls • providing a welcoming environment at the front office that encourages community engagement • communicating with our community through the newsletter • engaging in professional learning.	10 minutes

#	Slide		Presenter notes	Duration
20			The school plan sets the direction for the school. It details what is important and valued in our school. Our school's culture is communicated from messages about what is valued and important in our school. How we implement our school plan and what we say and do to build our school culture, are closely linked. **Activity (3 minutes)** **Ask participants to discuss in groups what 3 words they would use to describe the culture of their school. Their workplace?**	4 minutes
21			We all want to work in a school with a positive culture. **QUESTION:** What does a positive school culture look and feel like? **ANSWER:** • happy students • happy staff • people working together well • consultation and negotiation • tidy work areas • student work displayed • welcoming office environment • school is clean and tidy • people want to regularly visit the school • inquiries are responded to in a respectful and timely manner. **QUESTION:** What does a negative school culture look like? **ANSWER:** • messy playgrounds • unwelcoming environment.	3 minutes

22			We all need to work together to create and maintain a positive school culture **Activity (3 minutes)** **Ask participants to discuss in groups what they think SAS staff can do to contribute to a positive school culture.** **Sample answers** • value and demonstrate the school vision in what you say and do every day • be inclusive, listen and value the opinions of others • work collaboratively and contribute to a happy and supportive working environment • be respectful in all communication – verbal and written, email, phone and signage • take pride in achievements and in your school • support students in your daily activities • contribute to a safe and supportive working environment by modelling safe and supportive behaviours • model respect with colleagues, students and all community members. **Activity (3 minutes)** **Ask participants to discuss in groups what 3 things they could do to contribute to the implementation of the school plan and promote a positive school culture.**	8 minutes

#	Slide		Presenter notes	Duration
23			**Ask participants to reflect on what they have learned in this session.** Has this session given you an understanding of: • how the school plan is developed in consultation with stakeholders • how the school plan prioritises our school goals • how the school plan promotes the school and its vision? **Ask participants to reflect individually and then share with the person next to them.**	3 minutes
24			This module is one of a series of developed resources to support the Excellence in school administration customer relationships framework. These are all located on the DoE Professional Learning website, School Administrative and Support Staff webpage. https://education.nsw.gov.au/teaching-and-learning/professional-learning/	1 minute

#	Slide		Presenter notes	Duration
25			The SAS staff Reference Groups (SRGs) schedule professional learning that caters for all categories of non-teaching staff in schools across the state. Please refer to the professional learning calendar for events that may assist to build your skills. The calendar and SRG committee contact details are available for all SAS staff and can be found on the School Administrative and Support Staff webpage on the DoE Professional Learning website. **Thank you for participating in this session.**	1 minute