

Alternative Education Program – Academic Staff Roles

Aims of Alternative Learning Arrangements:

1. Maintain **connection** with, and a sense of **belonging** to our community.
2. Maintain **engagement** with learning.
3. Monitor the **progress** of student learning.



Staff Roles	Expectations	Skills and Access Considerations
General	Staff will only be contactable during school hours of 8:30am to 2:30pm Teachers will communicate their classwork expectations to students via MS Teams. Year level instructions will go out each week to assist parents to keep track of what is required each week.	
PC Teachers	<ul style="list-style-type: none"> • Add the appropriate SLT member to each house PC. This will ensure there is a second member for each PC Team in case of staff absence. <p style="margin-left: 20px;">Fiona Baker – Acacia PCs Jess White – Banksia PCs Mark O'Connor – Casuarina PCs Brett Jones – Melaleuca PCs</p> <ul style="list-style-type: none"> • Post on Teams each morning from 8.30am. • Touch base with all students in each year level each day. • Facilitate prayer, check in with how they are feeling, what they plan to do today, what is due. • Flag students with PML if there are any concerns. 	<ul style="list-style-type: none"> • Activate PC class “Teams” • Make PC class aware of PC teams set-up • Trial PC Teams “morning check-in process via posts”
Subject Teachers	<ul style="list-style-type: none"> • All Teams/Platforms are to include the CML so they can access the content and feedback in case of absences. • By 8:30am Monday morning each week, ensure that your classes have access to resources for the week ahead as per the current unit plan. • Monitoring of students should be ongoing and teachers will need to attempt to contact students who are disengaged. • If students remain disengaged after teacher follow up an entry in Engage needs to occur. Please use “Task Avoidance” as the minor behaviour. Multiple students can be recorded on one Engage entry. • Data from Engage will be extracted fortnightly until the end of AL. Please see flowchart for clarity on the process. • Set subject work each week using Teams that will represent student engagement in learning for the week. • Remember to consider differentiation eg. using “Channels” for certain students/groups and engaging Learning Enhancement to help. • Monitor learning and engagement through “Posts” and task completion. • It is expected that teachers are available during each scheduled lesson to answer questions and facilitate learning activities. 	<p>At a minimum, know how to use Teams for:</p> <ul style="list-style-type: none"> • Posts • Assignments <p>Other features of Teams like Class Notebook are encouraged.</p>

School Officers	<ul style="list-style-type: none"> School officers may monitor a channel within a Team to support particular students. School officers may be asked to find alternative tasks more suitable for particular students. 	<ul style="list-style-type: none"> Access to each class Teams/Class Notebook page for timetabled subjects Know how to monitor students on Teams.
CMLs	<ul style="list-style-type: none"> Support teachers with online platform set up, learning pedagogies and tasks where possible. Facilitate the design of meaningful learning tasks through the Teams platform. In case of teacher absence CMLs should be added to Teams in order to maintain class Teams content and feedback. Support classes directly or through the platform where needed. 	<ul style="list-style-type: none"> Location of year level weekly learning arrangements documents <p>https://mybceatholicedu.sharepoint.com/:f/s/sp-stjohns/staff/ErwSYzPjYa1KkEu9C6Eb7aEBQxNz-BoSdt2XE5xoFUfrJw?e=h8zfmh</p> <ul style="list-style-type: none"> Suggested that subject areas have year level leaders
PMLs	<ul style="list-style-type: none"> Communicate with cohort and parents to keep them up-to-date and connected Support students significantly disengaged with learning online via monitoring Engage and fortnightly checks. Communicate with Brendan (GO) any concerns or seek advice. Send out weekly learning arrangements for the year level. Promote wellbeing opportunities 	<ul style="list-style-type: none"> Respond to Engage data.
Program Leaders	<ul style="list-style-type: none"> Continue to liaise with staff in their area of responsibility to look for alternative ways of working or providing support if required. 	<ul style="list-style-type: none">
Learning Enhancement Team	<ul style="list-style-type: none"> Planning – differentiating Maintain parent contact in liaison with subject teachers and PMLs. Determine the necessary timing of check-ins for Support Plan students Lead the SO team 	<ul style="list-style-type: none"> Access to each class Teams page for subjects within the allocated Year Level.
Guidance Officer	<ul style="list-style-type: none"> Communicate with identified cases as per usual Communicate with PMLs 	
Subject Area Support Officers	<ul style="list-style-type: none"> Continue to support the learning area under the guidance of the relevant CML. 	
SLT	<ul style="list-style-type: none"> Lead and support relevant MLs Monitor engagement Provide advice to staff Facilitate upskilling and professional development. Parent contact for students of concern 	

