



San Sisto College

Women of Integrity Shaping the Future

ANNUAL OPERATIONAL PLAN

2017

Prepared in consultation with College staff, College Board and P&F and based upon the 5 Year Strategic Renewal Plan 2017-2021

Prepared: February 2017

Updated:

Reviewed:

STRONG CATHOLIC IDENTITY

ASPIRATION	GLOBAL STRATEGIES	COLLEGE GOALS	COLLEGE STRATEGIES	REVIEW AND REPORT
Strengthen capacity to lead, engage and teach with a re-contextualised Catholic world-view within each school and office community	Sustain Catholic identity by delivering a planned and integrated approach to leadership for mission	<ul style="list-style-type: none"> • To make explicit links between elements of college life and the church • To highlight to work of Dominicans around the world 	<ul style="list-style-type: none"> • Include understanding of Dominican charism in induction of new staff • Present charismatic materials at teachers' meetings • Induct new staff in BCE RE materials • Provide broad range of religious/social justice/prayerful experiences in which staff and students can participate • Assembly prayer • Whole college celebration of Feast days 	<ul style="list-style-type: none"> •
	Grow the holistic and inclusive formation of students and staff	<ul style="list-style-type: none"> • To develop a consistent and strategic approach to Dominican formation and induction • To emphasise staff spiritual formation and provide opportunities for same 	<ul style="list-style-type: none"> • Continue daily 3-minute mediative prayer • Encourage staff involvement in Mass and prayer • Annual Staff Retreat • Encourage participation in monthly Community mass 	<ul style="list-style-type: none"> •

			<ul style="list-style-type: none"> • Whole school mass – San Sisto Day, opening mass, closing mass • Retreat experiences for students 	
	Embed a contemporary Catholic perspective in identified learning areas	<ul style="list-style-type: none"> • To seek ways that the Catholic perspective can be explored in all subject areas (including issues to do with social justice) • Implement the Relationships & Sexuality Education (RSE) documents across the whole college. 	<ul style="list-style-type: none"> • APRE to meet with Academic Leaders to investigate ways of imbedding Catholic perspective into whole school curriculum • DP to ensure Catholic perspectives included in review of junior school WPs as part of curriculum review. • Implementation of Sexuality documents into the College. • Ensure RSE documentation is reflected in HPE, PDE and RE curriculum planning. • Deliver PD for whole staff with regard to RSE documents. 	•
	Sustain and enhance authentic contemporary expressions of Catholic identity by:	<ul style="list-style-type: none"> • To highlight Catholic social justice issues 	<ul style="list-style-type: none"> • Continue to provide service and justice activities for staff and students 	•

	<ul style="list-style-type: none"> • Supporting the next phase of the Leuven Project • Profiling and promoting re-contextualisation 	<ul style="list-style-type: none"> • To maintain connections with the wider Dominican family • To continue the close connection with the Fathers at Our Lady of Grace's • To continue with visits to and exchanges with St Martin's 	<ul style="list-style-type: none"> • Invite guest speakers surrounding social justice initiatives • Explore additional service activities – Year 7 and 8 • Start planning for East Timor immersion 2018. • Investigate indigenous immersion program for junior students. • Include Fathers in college functions • Actively promoting community Mass • Make links wherever possible with the parish and local school community • Continue with celebrating Dominican Family Day 	
	<p>Improve classroom teaching of religion through effecting teaching practice, including the monitoring of student progress and enhancing teacher knowledge of the Catholic story</p>	<ul style="list-style-type: none"> • To maintain accreditation to teach religion 	<ul style="list-style-type: none"> • Provide RE PD day for all staff • Continue for RE teachers to meet weekly to discuss PD, assessment, teaching and curriculum needs • To promote and encourage attendance at RE PD to all RE staff 	<ul style="list-style-type: none"> •

			<ul style="list-style-type: none">• Promote scholarships for further RE study	
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EXCELLENT LEARNING AND TEACHING

ASPIRATION	GLOBAL STRATEGIES	COLLEGE GOALS	COLLEGE STRATEGIES	REVIEW AND REPORT
<p>Grow engagement, progress, achievement and wellbeing for each student</p>	<p>Advance student progress and achievement by:</p> <ul style="list-style-type: none"> • Improving literacy and numeracy teaching practice in every classroom • Resourcing and providing professional support for effective and expected teaching practices 	<ul style="list-style-type: none"> • Provide College-wide processes and structures to enhance and track student achievement in literacy and numeracy. • To be sensitive to the needs of staff, students and our community. 	<ul style="list-style-type: none"> • Development of Academic Leadership position for Learning and Teaching for next triennium. • Continue to use goals based faculty budget creation/allocation to ensure targeted areas are resources appropriately. • Proactively plan College initiatives to improve literacy • Use WMT to gather baseline data against which to measure effect • Use WMT to gather subsequent data to gauge effect of College literacy initiatives • Co-construct data walls to reflect student achievement as indicated 	

			<p>by WMT Cohesion and PAT-R data.</p> <ul style="list-style-type: none"> • Engage in review and Response process to target individual and cohort need. • Provide support for teachers in every classroom to enhance their literacy teaching and improve student performance. 	
	<p>Accelerate literacy learning through:</p> <ul style="list-style-type: none"> • Intensive targeted support to identified schools • Identified effective and expected teaching practices 	<ul style="list-style-type: none"> • Use of data strategies to identify and respond to cohort and individual student needs. • Continue to in-service staff in the high yield strategies with regards to literacy data gathering. • Continued development of staff capacity in use of BI Tool to monitor 	<ul style="list-style-type: none"> • Implementation of ACER PAT-R & PAT-M test to students to provide standardised baseline data; continued development of literacy data wall; development of numeracy data wall. • Implementation of EOY ACER PAT-R & PAT-M test to students to provide standardised growth data; incorporation of same into data walls. • Upskill Academic Leaders to make use of BI Tool as an adjunct to 	

		<p>students and identify need.</p>	<p>the development of departmental goals and measurement of impact.</p> <ul style="list-style-type: none"> • Continue to expose staff to the use of BI Tool as a data mine to support tailored teaching programs. 	
	<p>Innovate for excellence by:</p> <ul style="list-style-type: none"> • Building on innovative learning and teaching practice • Scaling-up innovative practices in emerging priorities 	<ul style="list-style-type: none"> • Conduct review of College curriculum and timetable structure. • In-depth analysis of Jnr curriculum w.r.t. ACARA and MoP deferred. This is to include the nature of assessment and its 	<ul style="list-style-type: none"> • Review QCAA time recommendations are reflected in current TT structures. • Review alignment between Curriculum planning documentation (e.g. Work Programs) and ACARA expectations. • Restructure whole of College timetable to remove study line from 2018 Year 12 cohort (in order to maximise teaching time for implementation of New Senior framework). • Engage BCE EO to develop understanding of MoP plus line of sight planning with Academic Leaders and subject 	

		<p>relationship with ACARA via line of sight planning.</p> <ul style="list-style-type: none"> • Develop staff awareness and proficiency with MoP across AL group and wider teaching force. • Investigate opportunities to develop STEM initiatives within the College 	<p>convenors as part of work program review.</p> <ul style="list-style-type: none"> • Develop whole of staff understanding of MoP through staff meeting PD and departmental planning. • Research (to be completed) 	
	<p>Achieve maximum learning potential by assisting schools to work with parents and the broader community to support each child.</p>	<ul style="list-style-type: none"> • To support parents in educating students re: PDE topics • To foster positive and affirming relationships with parents and members of the community • Increase parent involvement in the College. • Increase links outside of the College e.g. primary feeder schools. • Increase links between SSC and other Colleges to share practice and forge networks. 	<ul style="list-style-type: none"> • Continue to foster high quality relationships with stakeholders • Continue to develop our relationships within the BCE system including within other school communities • Conduct parent nights as appropriate e.g. QTAC information/wellbeing and PDE issues • Prepare information sheets, update website with relevant information and keep website current – articles in <i>Verigram</i>/Parent Portal/social media 	

			<ul style="list-style-type: none">• Conduct 'Engaging Adolescents Parenting Program'.• Continue visits to BCE feeder schools.	
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BUILDING A SUSTAINABLE FUTURE

ASPIRATION	GLOBAL STRATEGIES	COLLEGE GOALS	COLLEGE STRATEGIES	REVIEW AND REPORT
Build Sustainability through people and capacity	Develop a sustainable futures strategy reflective of church teachings and informed by broader evidence.	<ul style="list-style-type: none"> • Utilise Catholic Social Teaching esp. sustainability and stewardship of creation to guide decision making. 	<ul style="list-style-type: none"> • Source fair trade products. • Promote sustainability issues with student body via Greenies Group 	
Ensure Stewardship of resources with transparency, accountability and compliance	Support continuous improvement and growth at individual, team and organisational levels through the Performance and Development Process.	<ul style="list-style-type: none"> • Ensure all college employees are aware of and included in the Goal Setting and Performance and Development process • Develop Learning communities for staff to encourage keeping abreast of current research and trends. • Continue to promote staff leadership training. • Focus on ensuring that all Professional Development is aligned with college goals. • To support and foster well-being of staff • Revise the buddy system for new Staff. 	<ul style="list-style-type: none"> • Staff and resources (time and PD costs) allocated towards staff meeting regularly with CLT members (refer listing of teams and leaders) to prepare and review goals and discuss professional development opportunities or needs for 2017 and beyond. • Promote BCEC Leadership programs and offer opportunities for leadership development. • Further encourage the networking of teachers with teachers of similar schools. 	

		<ul style="list-style-type: none"> • Ensure effective induction processes for new staff • To clarify/revise the roles and expectations associated with middle leadership positions. 	<ul style="list-style-type: none"> • Middle leader focus on developing leadership qualities in order to assist staff further in their endeavours. • Provide mentoring for younger teachers. • Continue Performance, Development and goal setting for all staff. • Provide all new staff with a buddy. • Continue with extensive formation, induction process. • Continue to prepare strategic professional development program each year. • Include PD on dealing with the demands of parents. • Acknowledge staff successes eg. Café healthy school. • CLT to clarify and revise current middle leadership role descriptors in readiness for review. 	
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	<p>Improve the health and safety environment, and promote a consistent approach to the continuous improvement of health and safety culture through the Safety and Wellbeing Strategic Action Plan 2017-20.</p>	<ul style="list-style-type: none"> • To continue to monitor the operations of the WELL. • To clarify/revise the roles and expectations associated with middle leadership positions. • Continue to strengthen use of SBSS within whole teaching community. 	<ul style="list-style-type: none"> • Review WELL structure and function against emergent issues. • CLT to clarify and revise current middle leadership role descriptors in readiness for review in 2017. • Provide information sessions and help sessions for staff in order to ensure further implementation and use of SBSS. 	
	<p>Optimise the use of technology to support teaching, learning, collaboration and decision making through the enactment of the Digital Strategy.</p>	<ul style="list-style-type: none"> • Monitor emerging technologies that add value to teaching, learning, and administrative requirements • Encourage development and adaptive skills which support current and emerging technologies 	<ul style="list-style-type: none"> • Fund and support the weekly meetings between staff, IT liaison to exchange information regarding IT technologies or training opportunities/areas of need amongst the staff 	
	<p>Strengthen processes and systems to support evidence-based decision making, accountability and governance to achieve our priorities.</p>	<ul style="list-style-type: none"> • To foster a shared approach to budget preparation 	<ul style="list-style-type: none"> • To continue to use the collaborative budget application template for the creation of the college budget and to promote the importance of open and regular 	

			communication between Academic Leaders and Teachers during the budget application process.	
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