

Australian Principals Federation



President's Message – Tina King

As we embark on the new school year, I truly hope you have managed some time over the break to relax and unwind. It is with high optimism and wishful thinking that the challenges of the last few years begin to abate and the year ahead brings some normality (if we can at all remember what that looks and feels like).

We finished the year with lots of scheduled appearances at the MPB in support of members and it appears that this year has commenced in the same manner. The majority of grievances are around range reviews and temporary transfers: Mark Arkinstall has done and continues to do, an outstanding job of supporting and representing members.

Mark has shared his knowledge and wisdom regarding range reviews (see article following) and we encourage you to heed his advice in order to avoid any pending issues. Specifically, we ask that you are cognisant of the Department's policy and guidelines and adhere to the requirements.

Interestingly, I received an email from a member in early January who alerted me to the fact that on the very first day of the new year, he received an AIMS Notification outlining the works orders due within the next 30 days (i.e. over 60 items due by the end of January). From such communication, one can only determine that the VSBA simply is not aware of the need for school leaders to have opportunity to shut down over the holiday period and if they are aware, then they chose to ignore. Granted, this may be an auto generated system alert, but with today's technology, someone at the VSBA could have shut off the notification for January.

Very best wishes for the year ahead and remember if you need industrial advocacy and support, do not hesitate to get in touch with us.

T. King

APF Membership Drive

One of the questions we are regularly asked is how is the APF different to other organisations and unions?

The APF is the **only union exclusively** for the Victorian principal class.

As a registered industrial body with the Fair Work Commission, we exist to protect and support our members in employment related matters. Much of our activity relates to industrial representation, advocacy, advice and support when dealing with a vast range of issues.

We are solely funded by our membership base and completely uncompromised in our representation and advocacy. If you have a colleague/s who are not members, please reach out to Jenna Benison via email @ jbenison@apf.net.au who can forward to you brochures and materials for distribution, encouraging them to join.

Alternatively, you may wish to forward to colleagues a copy of the newsletter, demonstrating information members have direct access to.

Our strength lies in increased membership and we seek your support in recruiting colleagues.



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APF Website

<https://apf.net.au>

The Union exclusively for the Principal Class

ES Range Reviews – Mark Arkinstall, APF Industrial Officer



We're hearing of numerous principals dealing with requests for a range review from education support staff and, at times, the response to the request has caused considerable distress for both principals and the employee. To avoid issues and potentially ending up at the Merit Protection Board, please ensure you are aware of the policy and follow it. <https://www2.education.vic.gov.au/pal/remuneration-teaching-service/policy-and-guidelines/education-support-and-paraprofessional> .

As a quick guide though please note the following:

1. The salary range of an education support class employee or a paraprofessional may be reviewed at any time in the context of any changes to the work value of a position and the performance of the employee.
2. The review may be initiated by either the principal or the employee in writing and, where practicable, the employee will be advised of the outcome of the review within 28 days of initiation of the review.
3. Factors that may be taken into account include:
 - the duties and responsibilities required of the position compared with the Dimensions of Work for the education support class,
 - the key elements of change in the duties and responsibilities where change has occurred, and
 - the performance of the employee.
4. In making a decision, the principal will refer to the factors above and any information the employee may provide. The key is to compare the role of the ES employee with the Dimensions of Work for the education support class as documented in Schedule 4 of the VGSA 2022. The Dimensions of Work are clear and should be referred to by the principal in their decision.
5. Once the review has been conducted the principal must advise the employee, in writing, of their preliminary view and provide the employee with an opportunity to respond. We recommend the preliminary view reference the Dimensions of Work and offer the opportunity to respond in writing as well as verbally. We recommend asking for a written response within 7 days time.
6. Following consideration of any response made by the employee, the principal will determine the matter and advise the employee of the outcome in writing within 28 days of initiation of the review, where practicable.
7. A salary range review may result in movement to either a higher or lower salary range within the employee's classification, or no change to the salary range.
8. Clear role descriptions and a documented line of management/accountability will help avoid confusion and ill-feeling. For example, an ES employee working in a primary school library may well be the sole technician there and responsible for the budget but are they really managing the library? Do they have a management role commensurate with a Business Manager in a smaller school? If not, ensure you have documented the role and responsibilities carefully, nominating the person that oversees their work and provides overall management, guidance, supervision and support.
9. Please do feel free to contact us for support as required.



Smiling Mind Primary School Program — limited places funded by the Australian Government Department of Education

Since February 2020, we have delivered the Smiling Mind Primary School program to schools across Australia. The Australian Government has generously provided funding for 300 new primary schools to participate in our evidence-based whole-school social and emotional learning program, as well as provide ongoing support for 800 primary schools that have already accessed our training programs.

Mapped to the Australian Curriculum, and included in the [Be You Programs Directory](#), the Smiling Mind Primary School Program helps schools implement and sustain meaningful and impactful change for students, teachers and the wider school community.

We're already seeing incredible results from schools that have participated in the program:

- Most students (73%) find Smiling Mind helpful, with key benefits including being more focused on schoolwork (34%); calming down during worry (29%); and feeling less worried about schoolwork (24%).
- Educator confidence to discuss and teach concepts of mindfulness increased substantially over the duration of the program – from 51% at commencement to 96% at completion.
- 100% of participating educators observed benefits of the program.
- Educators experienced statistically significant improvements across validated wellbeing measures.

We will commence delivery of our 2023 program from March and expressions of interest are now open.

Further information on the program is [linked here](#).

Department of Education (DE) – name change reminder

As advised by the Department Secretary Jenny Atta via the School Update of 6 December 2022, due to a number of changes across government, the Department of Education and Training (DET) has now become the Department of Education (DE).



SWVR – New schools seeking principals

There are 10 new schools opening in SWVR at the beginning of 2023 – a big number and certainly the most in the state. The schools are all in the growth areas of Wyndham and Melton, with four primary schools, four secondary schools and two specialist schools.

if you are interested in establishing a new school for the start of 2024, please have a look at the following vacancies:

[1327228- PR-5- Brookfield Primary School](#)

[1327224- PR-5- Lollypop Creek Secondary School](#)

[1327324- PR-5- Aintree Secondary School](#)

[1327325- PR-5- Aintree Specialist School](#)

[1327316- PR-5- Black Forest East Primary School](#)

[1327236- PR-5 Lollypop Creek Specialist School](#)

[1327471- PR-5- Tarneit North Primary School](#)

[1327272- PR-5- Truganina North Primary School](#)

[1327518- PR-6- Riverdale Secondary School](#)

[1327192- PR-6- Truganina North Secondary School](#)



School Policy Templates Portal Updates

The team at the Department responsible for the School Policy Templates Portal, advised users at the end of last year, of updates to the portal. The Policy and Advisory Library (PAL) contains all of the department policies applying specifically to schools. For the full list of additions and updates to PAL, refer to [Recently updated PAL topics](#) on the PAL homepage.

The [School Policy Templates Portal](#) has all the information schools need for local policy development, including downloadable policy templates. It is recommended that schools update all relevant local policies. For a full list of updates, refer to [updates to the templates on this portal](#).



Support for members

We are here to support and offer advice to all members at any time.

However, from time to time you may be concerned about a colleague. Please do not hesitate in making contact with us so we can offer them appropriate support.

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Mark - 0418 551 375



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Jenna— 0412 584 002



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Advice for schools re mosquito-borne diseases



A GUIDE TO MOSQUITOES OF AUSTRALIA

CAMERON WEBB, STEPHEN DOGGETT AND RICHARD RUSSELL



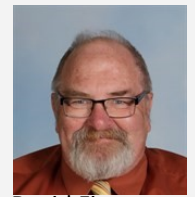
The Department of Health has advised of a range of mosquito-borne diseases recently detected in northern Victoria. Schools identified to be in high risk areas have received direct communication from the DE advising of the situation, and identified strategies aiming to minimise the risks for students and staff.

Detailed information is at the [Policy and Advisory Library](#).

For school queries and further advice on preventing mosquito breeding grounds on school premises contact: Victorian School Building Authority via phone **1800 896 950** or email vsba@education.vic.gov.au

For further support and enquiries, principals are encouraged to contact the Wellbeing, Health and Engagement Division by email: health.advice@education.vic.gov.au.

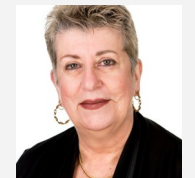
This CSIRO publication is for sale at \$30 at the link.



David Finnerty



Julie Podbury



Loretta Piazza

DAFIN Consulting can devise outstanding programs to deliver leadership training and coaching to your staff.

Contact:

David 0412 927 007,
Julie 0419 103 664, or
Loretta 0418 597 069
to discuss how we can assist you

Taking bookings now for T4 2023 and 2024

Passion, Guts & Leadership, Deborah Patterson



Humour & Laughter

I dealt with many difficult and interesting parents during my 22 years as a principal, from the father who reminded me that he had been in jail for murder to the one who said he wanted to rearrange my face. My reply to the convicted murderer was: 'Well, I had better be nice to you!' I asked permission of the second father to put my lipstick on before he rearranged my face. Humour was my way of defusing tricky and challenging moments.

In fact, humour is my way of dealing with life in general. It's a method of keeping the peace that can make others feel content however unreasonable they may be.

Leaders who want to be role models should stay away from sarcasm.

Whenever I saw leaders use sarcasm, it always harmed their relationships.

You cannot please everyone even when situations are diffused with humour. A person who pleases others and puts their own pleasure on the backburner will get hurt. Be sure, be purposeful and be in the moment.

Understand the situation and read the play. Sometimes we must stay within our comfort zone to protect ourselves, and other times we must learn new adaptive skills.

This book is available for purchase by following this [link](#).



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