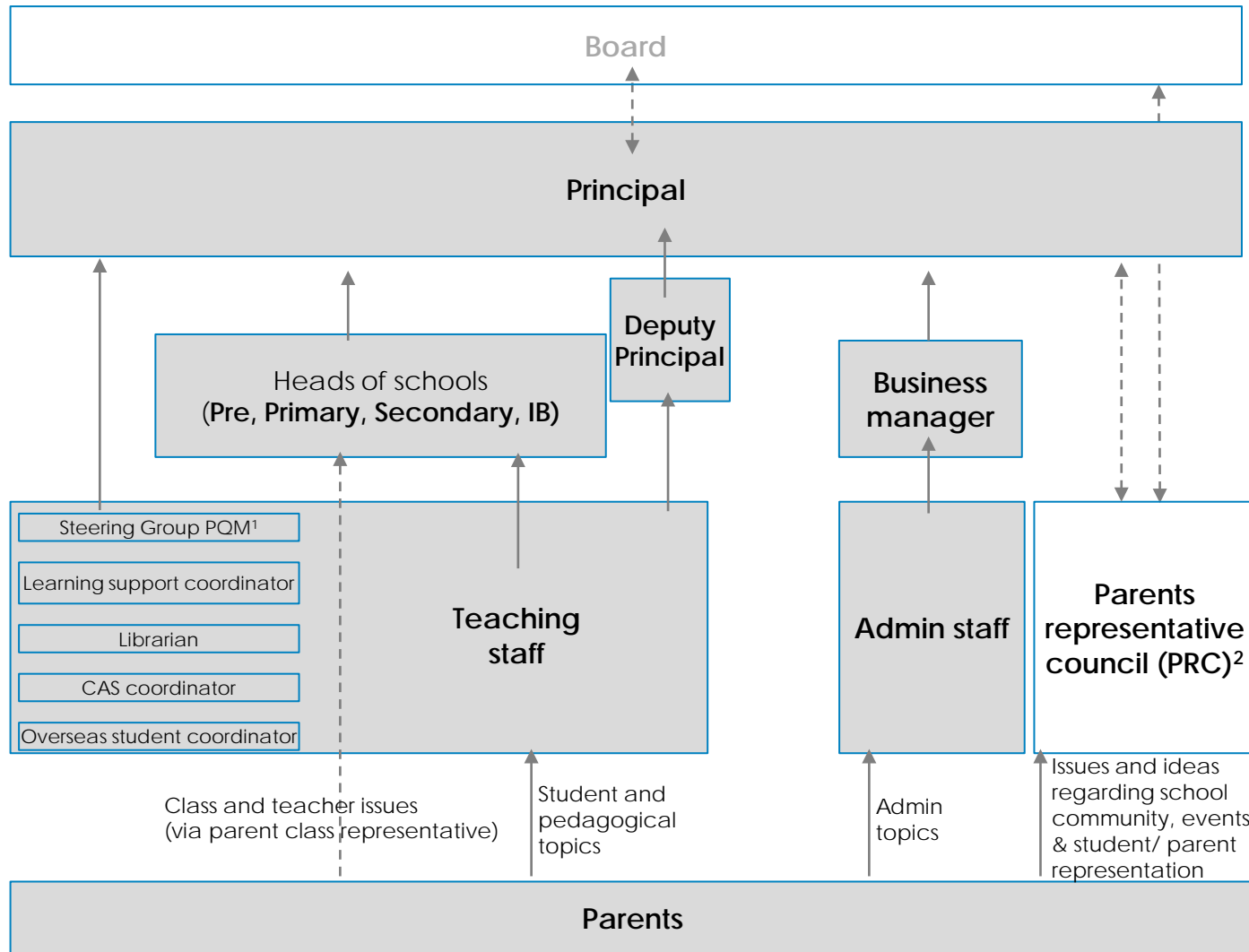


# GISS School Organisation



# Key pedagogical school personnel and their roles

## Principal

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**Head of GISS**, incl.

- Pedagogical quality, processes, decisions and control
- Domestic Authority
- Facilities<sup>2</sup>
- Strategy and strategic initiatives
- School budget
- Personnel (teaching and admin)
- PQM
- Governance/Policies
- Licensing and legal compliance
- School representation
- School collaboration
- Teaching plan and deployment of teachers
- School plan
- Advice to board

## Deputy Principal

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- Development of school teaching plan, including statistics
- School supervision plan and policies
- NAPLAN coordination
- Room plan
- Representation of principal when principal absent or delegated

## Heads of schools<sup>1</sup>

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- Head of pedagogical processes, structures and decisions for respective class levels:
  - Curriculum,
  - Exams,
  - Groups,
  - Etc
- Authority to give directives to teachers for respective class levels
- Control (incl. quality review) of curriculum implementation
- Review and support of class timetables
- Parent discussions on class and teacher issues
- Teaching and study materials definition

# Admin team and further school roles

## Business Manager

- Budget and cash-flow monitoring
- Funding and school fees, discounts and scholarships
- HR / payroll / ER
- Facilities and maintenance planning
- Reporting
- Compliance
- Supplier contracts, including cleaning, IT and buses
- Class Camps
- Legal matters
- Health & Safety Management
- Events overview
- Licensing
- Auditing
- Risk management and mitigation
- Insurances
- Policies (coordination for Principal) and procedures management

## Registrar & Parent Services

- Open Days Planning & Mgmt
- Schnuppertage
- Enrolment Pipeline (enquiries, applications, enrolments)
- On-boarding of new parents (incl. parents handbook)
- Parent/Teacher Interviews
- Parent survey coordination
- Exit interview coordination
- International students (admin only)<sup>2</sup>
- Student files
- School Tours
- CoE, Welfare letter
- (School benchmarking with competitors)
- Petty cash
- ('Friends of GISS' (volunteer management))

## Marketing and Events

- Marketing activities
- Marketing material
- Newsletter
- Website
- Facebook and other social media
- Events organisation, incl. fundraising, cultural centre, open days support, PRC event support and event marketing
- Sponsoring
- PR liaison
- School Expos
- Contact Database (VIP, Sponsor, etc)
- Yearbook
- Alumni management
- Brand management

## Accounting

- General Ledger
- Bank reconciliations
- Quarterly P&L
- Annual Financial
- Financial reporting (BAS, FBT, FQ)

## Finance (Debtor / Creditor)

- Debtors (invoicing / receipts)
- Creditors (payments)
- Invoice enquiries
- Fee estimates

## IT Support

- 1st level support
- Software updates
- Hardware maintenance
- User access management
- School software coordination, incl. student reporting
- IT planning (soft & hardware; investments and long-term planning)

## Receptionist & Student Services

- Reception / Enquiries
- Principal support, incl. diary mgmt
- Student contact
- Bus Passes / Concession Cards
- Translations
- Uniform shop
- Document Archive
- Mail (in and out)
- Vaccination Program
- Office supplies
- Scholastic Book Club
- School Banking
- Sick children and sick bay<sup>1</sup>

## Facilities Manager

- Cleaning, including day-to-day contractor coordination
- Maintenance / repairs (buildings, landscaping)
- Supplier contacts
- Regular inspections
- Event support

Reporting to principal

## Learning support coordinator

- Advice to parents and teachers in regards to learning needs
- Contact to specialists
- Student support plans

## CAS coordinator

- Continuous counselling to students in regards to CAS
- Supervising CAS work and reports

## Overseas student coordinator

- Care for overseas students
- Contact to host families

## Librarian

- Coordination and management of library
- Student lessons on library, citing, etc
- 2<sup>nd</sup> hand books
- Book orders (Germany/etc)

# Key School Personnel (as of Oct 2015)

## School Coordination

Principal	Erhard Seifert
Deputy Principal	Dr. Horst Giesler
Business Manager	Andreas Schaaf
Head of Pre-School	Silke Bethke
Head of Primary School	Klemens Pedarnig
Head of Secondary School	Dr. Horst Giesler
Head of IB	Annie Thomson
Curriculum	Respective head of schools <ul style="list-style-type: none"> <li>Silke Bethke</li> <li>Klemens Pedarnig</li> <li>Dr. Horst Giesler</li> <li>Annie Thomson</li> </ul>

## Special Tasks

Registrar & Parent Services	Isabella Pitcher
Friends of GISS (volunteer coordination)	Isabella Pitcher
Receptionist & Student Services	Kate Rouvray
Learning Support Coordinator	Claudia Niessing
Arbeitsgemeinschaften (student lessons)	Mr. Giesler
Events, Website and Newsletter	Svenja Eberhardt / Antje Eildermann
IT	Scott Lyons
Health & Safety	Andreas Schaaf
Librarian	Sibylle Burkart
Buses	Andreas Schaaf
Facilities manager	Allan King
Student career and job advice	Eike Lüthgens
School Counselor	Ulrike Miehle
CAS Co-ordinator	Ulrike Miehle
Overseas student coordination	Ulrike Miehle
Class camps	Class teacher
Playgroup	Simone Keiser
Student Liaison Teachers	Kate Rouvray / Julia Strassburger

## Councils

Student Council Members	<u>Martin Bates</u>
	Maddelyn Thomson
	Kaleena Eberhardt Lotta Eberhardt
Steering Group Pedagogical Quality Management (PQM)	<u>Katja Ezel</u>
	Ann Catherine Froidevaux
	Birgit Eickeler
	Eike Luethgens Silke Bethke Jonna Vinje
Parents Representatives Council Chairperson	Sandra Razzaghipour

## Board

Chair	Bernd Winter
A) Treasury	Nils Fischer
B) Strategy, Board and School Governance	Dr. Ralf Dicke
C) Compliance and Legal Matters	Angelika Yates
D) Pedagogical and School Community	Sarah Robson
E) Parent and Alumni Relations	Michael Bolton
F) Facilities	Graham Lello
G) PR, Marketing and Events	Thomas Mögelin
H) Human Resources	Louise Haid