



## **Guide to the role of the Liaison Teacher**

### **Overview**

The Liaison teacher's role is crucial in assisting students in their preparation for the Alpine School and maximizing the transfer of learning from the Alpine school to the home community. They have the responsibility of:

- assisting students in their task of identifying and designing a community learning project,
- preparing them to attend The Alpine School,
- supporting them during their time away,
- spending time with them at The Alpine School
- assisting them in re-integration and the promotion and transfer of their experience.

**It is expected that Liaison staff be given a time allowance to fulfill these responsibilities.**

### **Preparation Phase**

- The Community Learning Project needs to be owned by students. Their projects should relate to something they can identify with and feel passionate about. Students should drive their project and be involved in setting it up with the assistance of their liaison teacher.
- Students need to be given the opportunity to prepare for their Community Learning Project prior to attending The Alpine School. It is important that they gather resources (primary and secondary) which are crucial for them to undertake their projects once at The Alpine School.
- Questionnaires & surveys etc. required for gaining information for their projects should, where possible, be designed and carried out prior to attending The Alpine School. The collection of primary and secondary data from the Alpine School is much more difficult and can involve a long wait. This can create a real stumbling block for teams to continue working on their projects and cause them to lose a lot of time. Resources such as
  - local phonebooks
  - maps,
  - photos of areas related to their projects
  - local contact names, addresses, phone numbers
- The Liaison teacher should create, if it doesn't exist, a means within the school and possibly the wider community for students to share their experiences and provide updates on their CLP work.
- A meeting(s) should be organized prior to students' departure to:
  - Discuss hopes & fears
  - Set goals
  - Identify tasks which need to be undertaken whilst at The Alpine School and on return to their home community (i.e. writing regular articles, presenting to the school community, becoming involved in leadership roles etc)
  - How students will be supported by the school whilst away and on their return



- Parents should also be given the opportunity to prepare themselves for this experience and share their thoughts. This could involve having their own meeting, joining in with a student meeting, setting up a support group etc.
- The Liaison teacher should take on the responsibility of promoting the experience to other staff and exploring ways of involving the wider school community in the experience and ways in which students can be credited for their work in different subject areas.

#### **Support at Alpine School**

- The job of the Liaison teacher during the student's absence is to support them in their CLP, keep in touch with them about major school happenings, and be a point of contact at any time. They are also required to make at least one visit to the Alpine School during the term.

#### **Visit to Alpine School**

- During their visit to The Alpine School, Liaison teachers should aim to discuss with students what they are planning to do with their CLP on return and ideas they have for sharing their The Alpine School experience and further developing their leadership skills. It is important that all students know what will be expected of them on their return.
- While at The Alpine School, Liaison teachers need to be fully aware of the rules and procedures governing the operation of the Alpine School. Any action outside Standard Practice of the Alpine School could jeopardize themselves, students and the reputation of the Alpine School. Refer to New & Visiting Teachers Manual.
- Community Learning Project Presentation Day is **Wednesday December 1st, 2010**. This is the day the students present to a real audience for the first time their project outcomes. Principals, School Council Presidents, and Liaison Teachers and their partners or delegates are invited to attend. **Parents are not able to attend that afternoon**, except if they fall into the above categories. This is a wonderful opportunity to see the result of the Alpine School experience, and to admire the capabilities of these young adults. May I strongly urge the above to pen this in their diaries and join us for the day? We can provide information about accommodation. You are advised to book early. This is also a wonderful opportunity to meet colleagues from all over Victoria.

#### **Reintegration Phase**

- In the last week at the Alpine School students are given the opportunity to look at what actions they will take to continue to develop what they have learnt at The Alpine School. This is an excellent starting point for liaison staff to assist students in transferring their learning. It will be valuable also to make time with each student to share their passport and look at where they want to take this. Students will also have been given different models and strategies for things such as goal-setting, conflict resolution, stress management which liaison staff could encourage students to make use of and teach others



## **GUIDELINES FOR VISITING LIAISON TEACHERS**

**All Liaison teachers should have received a copy of the 'New and Visiting Staff Manual' These notes below have been written to emphasize particular points of importance and to clarify information in the manual.**

### **Accommodation**

Liaison Teachers need to let their Alpine School contact staff member know in advance of their planned visit to Dinner Plain. If there is a spare male or female room teachers of the same sex may use this room. There is no cost for this. If no room is available and they cannot stay at the school, the school can provide advice about other available accommodation. The Alpine School will not be responsible for any costs associated with this accommodation.

Staff who stay at the Alpine School will need to stay in the Student's wing. This means that visiting staff will need to follow the same guidelines as Alpine School staff members. The building is locked down for the evening at approximately 9.30pm and all staff need to be back in the building at that time. Visiting staff need to be very conscious that they are at the Alpine School to spend time with their students. The consumption of alcohol and having a night on the town whilst being accommodated at the school is not appropriate.

Meals can be provided at The Alpine School, free of charge, to all visiting teachers.

### **Equipment**

Bedding and expedition equipment is provided but liaison teachers are encouraged to bring their own outdoor clothing. If staff do not have this, there is equipment available at the Alpine School for staff use.

### **Medical Facilities & Ambulance Subscriptions**

The Alpine School is located in a remote area and thus medical attention is often a rather long and hazardous drive away. Over Term 3 there is a medical centre located at Mount Hotham. The Alpine School usually uses the Omeo Hospital and doctors surgery. It is strongly recommended that all visiting staff have Ambulance cover or appropriate private medical cover.

### **Communications**

There are IT facilities available for staff to use while they are visiting. Telephone and fax facilities are also available.

### **School Vehicles**

Visiting staff are not to drive the Alpine School vehicles unless this has been approved by the Principal or a member of the Staff Leadership Team.



# Alpine School Campus

*School for Student Leadership*

School for Student Leadership  
Alpine School Campus  
PO Box 53  
Dinner Plain  
3898 Victoria  
Phone 61 3 51508100  
Fax 61 3 51596618  
[alpine.school@edumail.vic.gov.au](mailto:alpine.school@edumail.vic.gov.au)  
[www.alpineschool.vic.edu.au](http://www.alpineschool.vic.edu.au)

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## **Professional Expectations**

Dress at the Alpine School is neat and casual. For example, singlet tops and thongs would be considered as inappropriate. Staff should also be very aware of their language as swearing is inappropriate.

All staff, including visiting teachers, should be addressed as Ms, Mr, Mrs, by students.

Visiting staff must be aware of the students' boundaries outside the Alpine School and stick to them. Given the nature of the weather in alpine areas these boundaries are there as safety measures for both staff and students.