

INFORMATION  
2026

# SCHOOL SUPERVISORS

SUPERVISING

ORGANISING

CHECKING

ASSISTING

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NETWORKING



# Introducing the School-Based Supervisor role

School-based supervisors are assigned by schools to support their students' success in their SIDE study programs. SIDE teachers teach the students through online learning. School supervisors:

- Actively communicate with the side student coordinator and teachers
- Support side students with their day-to-day studies including attending online lessons
- Ensure students complete their completed work according to side course and assessment guidelines
- Where applicable supervise assessments, tests and exams.

The workload will depend on factors such as: the number of students, year levels, geographic location, number of subjects/courses selected and whether SIDE provides some or all of the student program.

## Learning at SIDE

- SIDE's timetable is structured around 40-minute periods. While schools have some capacity to request the best fit for their own timetables during the September – December timetabling period, the timetable reflects SIDE's own timetabling constraints.
- SIDE teachers are in regular communication with schools and students.
- SIDE uses two main platforms for teaching and learning.



**Webex** is the SIDE platform for live, online lessons. Two Webex lessons per week are timetabled for many SIDE subjects/courses.



**Moodle** is SIDE's 24/7 learning management system where students complete work independently, under the direction and guidance of their teachers.

# Organising to be an effective SIDE Supervisor

School-based supervisors and students receive lots of SIDE communication by email, Moodle announcements and phone. Setting up your own way of organising these communications makes it easier to support students.

## Some tips:

- If you are new to SIDE supervision read **Fast Track to SIDE** to find out more.
- Check your emails regularly, at least twice daily.
- Store emails so that you can find them, eg in folders by student name.
- Consider keeping a diary for important details in each week, eg student due dates, problems with IT, etc.
- Display student timetables indicating Webex lesson times and other times spent in subject/course work eg in Moodle, completing tasks, etc.
- Display Composite Calendars and dates of upcoming supervised assessments,
- Make sure the SIDE Student Coordinator has your contact details and knows when you are available for calls.





# Getting students started with SIDE

SIDE Website is the best source of information.

- Contact the SIDE Student Coordinator. Their details can be found at [side.wa.edu.au](http://side.wa.edu.au) > **HELP & RESOURCES > SECONDARY 7-12 SUPPORT**
- Confirm that students from your school are enrolled with SIDE, their subjects/courses and their SIDE timetabled lesson times. Lesson times are available on the SIDE website at [side.wa.edu.au](http://side.wa.edu.au) > **TIMETABLE OPTIONS**  
Contact [timetable@side.wa.edu.au](mailto:timetable@side.wa.edu.au) with any timetable issues.
- Ensure that students have access to a quiet and well-equipped learning environment including a work space and suitable IT equipment and resources
- For ICT assistance go to **HELP & RESOURCES > LEARNING ONLINE > TROUBLESHOOT** on the SIDE website. If necessary escalate issues you cannot sort out to the relevant level eg school IT support, Department of Education Help Desk.

## Students new to SIDE

- Ensure students activate their Moodle account by logging in once (follow instructions under **HELP & RESOURCES > STARTING AT SIDE**).  
To log in, they require their Department of Education (DoE) username and password.
- Once students have activated their Moodle account, students will automatically be enrolled in an orientation course called SIDE Launchpad. As soon as students have been allocated to a teacher and have an active Moodle account, students will be added to their relevant subject courses and/or classrooms.
- Ensure students have purchased texts on the SIDE booklist on the SIDE website, and/or received materials from SIDE Dispatch.

## Student personal organisation



Assist students to:

- Make a list of SIDE contacts including phone numbers and email addresses
- Create a Composite Due Dates Calendar using the assessment dates provided in Moodle
- create their own timetable reflecting their SIDE timetable and their school timetable.

Resources to assist with student organisation can be downloaded from **HELP > RESOURCES > SUPPORT RESOURCES** ([side.wa.edu.au](http://side.wa.edu.au)).

Term 1 - 2										
Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Date	Feb 5-7	Feb 10-14	Feb 17-21	Feb 24-28	Mar 3-7	Mar 10-14	Mar 17-21	Mar 24-28	Mar 31-Apr 4	Apr 7-11
English	Task 1 (7/2)					Blog (12/3)				
HASS					Presentation (5/3)				Test 1 (3/4)	
Maths			Activity 5 (19/2)							
Science		Investigation 1 (12/2)				Book 1 (12/3)				
HPE				Assessment 1 (28/2)						
Technologies (IT)								Task 1 (25/3)		
Languages							Assessment 1: Listening (18/3)			
Art									Sculpture (4/4)	





## Keeping students on track

### Daily

- Contact the Student Coordinator about all student absences and ask them to advise SIDE teachers know.
- Monitor student participation, especially attendance at Webex lessons and use of Moodle.

### Weekly

- Start of week – review with students work due during the week, changes in due dates, reminders, etc.
- Check students have written this information in their school diary.
- Encourage students to maintain contact with teachers especially if they have problems.
- Identify issues that may impact on student performance and discuss these with the Student Coordinator.
- Use a whiteboard for timetables or date due reminders.
- Communicate with parents as appropriate.

## Networking

Communicate with other SIDE School Supervisors, visit SIDE or look at some examples of best practice online or in person.

Check these out at [Help > Resources > Secondary Supervisor Guide](#). Some School-based Supervisors who are willing to share their own experiences are also listed.

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Period 0	8.20–9.10 am	Prepare for the day – check emails	Prepare for the day – check emails	Prepare for the day – check emails	Prepare for the day – check emails	Prepare for the day – check emails
Period 1	9.10–9.50 am	<b>English (Webex)</b>	<b>Science (Webex)</b>	<b>Maths (Webex)</b>	<b>Science (Webex)</b>	<b>Maths (Webex)</b>
Period 2	9.55–10.35 am	<b>HASS (Webex)</b>	Science Work	<b>HASS (Webex)</b>	Science Work	<b>English (Webex)</b>
	10.40–11.00am	Homeroom (Webex)	Break	Break	Break	Break
Recess	11.00–11.20 am	Break	English Work	Maths Work	HASS Work	English Work
Period 3	11.20–12.00 pm	HASS Work	English Work	Maths Work	HASS Work	English Work
Period 4	12.05–12.45 pm	<b>Media Arts (Webex)</b>	<b>Health (Webex)</b>	Lunch	<b>Health (Webex)</b>	<b>Design (Webex)</b>
Period 5	12.50pm–1.30 pm	Lunch	Lunch	Science Work	Lunch	Lunch
Period 6	1.35 pm – 2.15 pm	<b>Indonesian (Webex)</b>	Maths Work	<b>Indonesian (Webex)</b>	Assessments	Maths Work
Period 7	2.20 pm – 3.00 pm	Indonesian Work	Health Work	Design Work/ Media Arts Work	Assessments	HASS Work
Period 8	3.05 pm – 3.45 pm	Design Work/ Media Arts Work		Design Work/ Media Arts Work		