

# Staff – Code of Practice

The staff code of practice for Cavendish Primary School applies to the professional behaviour of the school staff in the performance of their duties.

## **Cavendish Primary School Staff aspire to:**

- excellence in teaching practice.
- maintain high standards of professional conduct.
- participate in a wide range of professional development activities.
- making best use of available expertise.
- abide by current regulations - Ministerial orders.
- provide good role models.
- treat members of the staff, public and school community with courtesy and sensitivity.
- maintain appropriate documentation of programs, planning and evaluation.
- have a commitment to the school charter, policies, programs and curriculum statements.
- be accountable to children, parents, staff and principal.
- work as team, recognise the value of diversity that each member brings to the whole.

## **Teachers should create a quality environment where:**

- children are treated equitably and justly.
- all children can learn according to potential.
- children are encouraged to take responsibility for their learning.
- individual differences are recognised.
- excellence of achievement and behaviour in all areas of learning is encouraged and valued.
- mutual respect and co-operative learning is fostered.
- there is a positive attitude.
- parents are encouraged to be active participants in the school's programs.
- appropriate risk taking and learning from errors is encouraged.

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# Staff Code of Practice

Code of Practice	What the Code means in our School Setting
<b>Excellence in Teaching Practice</b>	<ul style="list-style-type: none"> <li>• Strive for excellence in teaching and learning.</li> <li>• Motivation of students to learn and provide programs of high interest and stimulation.</li> <li>• Maintain appropriate documentation of programs, planning and evaluation.</li> </ul>
<b>High Standards of Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat members of staff, public and school community with courtesy and sensitivity.</li> <li>• All staff have equal value.</li> <li>• Have commitment to the school vision and values, policies, programs and curriculum statements.</li> <li>• Be punctual.</li> <li>• Be prepared and organised for classes.</li> <li>• Honesty and respect.</li> <li>• Opposing views are acceptable.</li> <li>• Actively support colleagues.</li> <li>• Maintain confidentiality at all times.</li> <li>• Treat others how you would like to be treated.</li> </ul>
<b>Participate in Professional Development</b>	<ul style="list-style-type: none"> <li>• Continue to update teaching skills and curriculum knowledge</li> </ul>
<b>Abide by Current Regulations and Ministerial Orders</b>	<ul style="list-style-type: none"> <li>• Ensure a safe working environment.</li> </ul>
<b>Provide good role models</b>	<ul style="list-style-type: none"> <li>• Staff to dress appropriately</li> <li>• Suitable behaviour and respect between staff</li> <li>• Staff only use appropriate language, speech and grammar.</li> <li>• Friendly but ‘professional distance’ with students.</li> </ul>
<b>Be accountable to children, parents, staff and principal.</b>	<ul style="list-style-type: none"> <li>• To Children – be honest in all dealings. Be consistent, fair and listen. Carry through on any undertakings given. Set high standards. Clear communication. Frequent praise.</li> <li>• To Parents – be able to justify our work and actions through good records, well planned work, informing parents of expectations, providing information, student reports, grade newsletters, parent teacher interviews and other appropriate reports. Be honest, civil and professional in all of our dealings.</li> <li>• To Staff – be honest in all of our dealings. Share ideas, responsibilities. Clear and frequent communication, accept diversity of ideas, opinions, values and abilities. Meet deadlines and be punctual.</li> <li>• Awareness of disciplinary and grievance procedures.</li> <li>• Accept ownership of responsibility for every child across the school.</li> </ul>

<b>Work as a team.</b>	<ul style="list-style-type: none"> <li>• Sharing of resources and ideas.</li> <li>• Clear and positive communication between staff.</li> <li>• Provide support for each other.</li> <li>• Be aware of everyone's roles.</li> <li>• Be positive and helpful to others.</li> <li>• Debate the topic rather than the personality.</li> </ul>
<b>Recognise the value of diversity that each member brings to the whole.</b>	<ul style="list-style-type: none"> <li>• Appreciating and recognising each other's strengths.</li> <li>• Understanding that to be different is not to be wrong.</li> <li>• See the whole picture, not just a narrow point of view.</li> </ul>
<b>Promote a quality teaching and learning environment</b>	<ul style="list-style-type: none"> <li>• Treat children equitably and justly</li> <li>• Recognise that all children can learn according to potential.</li> <li>• Encourage children to take responsibility for their learning, take risks and learn from errors.</li> <li>• Recognise individual differences.</li> <li>• Encourage excellence in achievement and behaviour.</li> <li>• Maintain mutual respect, positive attitude and cooperative learning.</li> <li>• Encourage parents to participate actively in the school's programs.</li> <li>• Maintain consistent expectations of children.</li> </ul>

This policy was last ratified at a staff meeting in....

**August 2017**



*Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.*