

J.P.P. Catholic School: Staff Charter 2012

Rights	Responsibilities	Action
<p><i>To be free to fulfil my role.</i></p>	<ul style="list-style-type: none"> • Consistent behaviour management. • To be organised and planned in a professional manner. • To communicate with colleagues issues/difficulties. • To provide a learning environment with minimal disruption. • To ensure all assessments are done regularly and according to C.E.O.W.A regulations. • To follow school/CEOWA and government rules and procedures diligently. 	<ul style="list-style-type: none"> • Clear weekly and term planning with appropriate use of data driven evidence. • Administration to organise adequate time to assess students, especially in Term 1. • Not to send multiple students to other classes without prior organisation unless there is no alternative. • Keep the Literacy Block as a priority, i.e no visiting groups if possible during the first morning session. • To inform staff of things that directly affect them in a timely manner. i.e prior warning whenever possible.
<p><i>To work in an environment that is honest, fair, transparent, open, positive and encouraging.</i></p>	<ul style="list-style-type: none"> • To show respect to all. • Be good role models for our students. • To be honest in our professional dealings and interactions. 	<ul style="list-style-type: none"> • To speak in a respectful manner and tone. • To show courtesy and manners at all times. • To greet each other (staff & students) by name. • To treat others how I would like to be treated. • To start each day in a positive manner. • Recognise the appropriate time and place to discuss issues and concerns.

<p><i>To work in a safe environment</i></p>	<ul style="list-style-type: none"> • To keep my work area safe for all. • To ensure my students are in a safe environment. • To follow school policy procedures consistently. • To make myself familiar with policies and procedures. • To have a Duty of Care in the classroom, on playground duty and on excursions/camps. 	<ul style="list-style-type: none"> • Display and regularly discuss class rules. • Report dangers/hazards to administration immediately they become known. • Staff to regularly review and update policies and procedures. • Be aware of policies and procedures. • Be prompt and diligent when timetabled for duties.
<p><i>To be treated as a professional and with respect and courtesy</i></p>	<ul style="list-style-type: none"> • To treat others professionally with respect and courtesy. • To be respectful of others' feelings. 	<ul style="list-style-type: none"> • Speak politely. • Give positive feedback. • To be aware of body language and use face to face communication where possible. • To listen actively.
<p><i>To be heard and free to express opinions</i></p>	<ul style="list-style-type: none"> • To listen and to be open to other people's opinions. • To try not to take things personally. • To be prepared to speak up. 	<ul style="list-style-type: none"> • Be prepared to accept decisions that may not be my personal choice. • To be objective.
<p><i>To be part of a team.</i></p>	<ul style="list-style-type: none"> • To contribute positively to the team. • To create an environment that makes others feel a part of the team. 	<ul style="list-style-type: none"> • Welcome others in a Christian manner. • Interact with each other positively. (B+ ...Be Positive!)

		<ul style="list-style-type: none"> • Do not dominate or dictate but offer support to others. • To have joint ownership. 'Our kids' not 'my kids'. • To work collaboratively and co-operatively. • To consider the outcome for the whole school rather than my personal concern.
<p><i>To have the opportunity for professional development.</i></p>	<ul style="list-style-type: none"> • To communicate my needs for P.D to administration as early as possible. • Administration to act accordingly. • To share good practices. 'What works for me'. • To ensure that P.L.Cs are regularly scheduled and planned. 	<ul style="list-style-type: none"> • Principal/Key Teacher/Co-ordinator to ensure that P.D on offer is distributed via daily Today Book, email , pigeon hole or notice board. • Be willing to share strengths and model practice. • To provide opportunities to observe other teachers in action. • To be prepared to participate in P.D offered by the school.
<p><i>To have the opportunity to grow in faith.</i></p>	<ul style="list-style-type: none"> • To model Gospel values in our everyday life. • To uphold the ethos of the Catholic Church. • To fulfil the requirements of accreditation. 	<ul style="list-style-type: none"> • Be open and willing to actively engage in these P.D opportunities. • To deal with students and other staff in such a way that reflects Gospel values. • To create and encourage a workplace that reflects that we are a Catholic school. • To uphold and integrate Religious Education in all learning areas.