

STAFF - MATRIX OF EXPECTATIONS

AREAS EXPECTATIONS	<u>Team/Colleagues & Meetings</u> 	<u>In the classroom</u> 	<u>During APT & Planning</u> 	<u>Communication</u> 	<u>Staff facilities</u> 	<u>On playground support</u> 	<u>Camps, assemblies & excursions</u> 
BE RESPECTFUL	<ul style="list-style-type: none"> -be considerate of all -listen to and respect opinions & differences -acknowledge all members of WPPS community -be empathetic to all -share resources -take on and give constructive feedback -acknowledge that all staff are professionals in their field 	<ul style="list-style-type: none"> - positively greet students in the morning -be helpful -speak in a friendly manner -develop positive relationships with students, staff, parents and the wider community -work as a team with all staff members 	<ul style="list-style-type: none"> -plan in teams during allocated times -share the workload -work as a team -respect opinions and differences -avoid side conversations -keep conversations constructive -take a break if you need it 	<ul style="list-style-type: none"> - keep emails professional and succinct -use technology at appropriate times for school related tasks -discuss students and families confidentially and respectfully -communicate positively and professionally with others 	<ul style="list-style-type: none"> - keep conversations appropriate and/or confidential -take time to acknowledge others (teachers/ES/parent helpers) -include others in conversations -be mindful of other people's feelings -use facilities and equipment appropriately 	<ul style="list-style-type: none"> -greet and engage with students -listen attentively to students -consider each case and actively support the resolution of incidents -promote tidiness in the yard 	<ul style="list-style-type: none"> -enjoy time with students -get to know students in the new setting -be actively involved in the event -get to know all attending staff and members of the community -listen to presenters -be mindful of special needs
BE RESPONSIBLE	<ul style="list-style-type: none"> -attend all meetings -adhere to timelines -be punctual to meetings -ensure safety of all members of WPPS community -engage in workshops, activities & events -ensure technology is prepared and ready to use -follow OHS policies and procedures -be concise and time efficient 	<ul style="list-style-type: none"> -mark roll promptly each day -know your students -actively supervise students at all times -roam and assist - manage problem behaviour -look out for each other -keep areas clean -have planning documents available and current 	<ul style="list-style-type: none"> -attend all meetings and planning sessions -use time productively -find an appropriate working area -be prepared and have necessary materials at hand -organise lessons -follow up/follow through on tasks -follow meeting protocols -fulfil professional responsibilities 	<ul style="list-style-type: none"> -check emails daily & respond in a timely manner -check Sentral or staff notice board daily for bulletin and duty allocations -use technology appropriately -use appropriate language in the workplace 	<ul style="list-style-type: none"> -clean up after yourself and leave areas tidy -replace toilet paper rolls -don't forget allocated staffroom duty -replace paper in photocopier -return borrowed items -look after equipment -maintain hygiene processes 	<ul style="list-style-type: none"> -log and follow up on incidents -treat minor injuries and refer to First Aid as needed -wear vest and have stocked first aid bag on hand with a pen -take your phone out with you and ensure device is charged -be SunSmart 	<ul style="list-style-type: none"> -share the roles and support each other with duties -bring all medical equipment -administer first aid as needed -actively supervise students -follow protocols -have your class prepared and punctual for the event -remind students of road safety rules
BE AN ACHIEVER	<ul style="list-style-type: none"> -model appropriate behaviour -maintain positive and professional relationships -actively participate in staff and school activities often -follow whole school expectations -be willing to try new things -maintain a healthy work/life balance 	<ul style="list-style-type: none"> -be on time and ready to teach -be enthusiastic and engaging -acknowledge student achievements -differentiate tasks to suit individual needs -know your content -be mindful of noise level; use voice equipment provided -follow up on incidents 	<ul style="list-style-type: none"> -ensure there is collective efficacy and support for each other -give input & share ideas -be willing to try new things -support the schools programs/planning -engage in professional reading 	<ul style="list-style-type: none"> -use appropriate distribution lists for emails when possible -utilise technology to its full potential -Sign in/out of Sentral each day -adhere to timelines for assessment and reporting -utilise various technologies and programs 	<ul style="list-style-type: none"> -take time to get to know other staff -utilise free time to unwind -ensure you have your breaks throughout the day -eat healthy and drink water regularly -take time to sit and relax on your breaks 	<ul style="list-style-type: none"> -log positive incidents on Sentral -support students to build relationships -be punctual -acknowledge random acts of kindness -actively supervise the area 	<ul style="list-style-type: none"> -make the most of the different opportunities -reflect and take away positives from the experience -get enough sleep on camps -promote the school in a positive way -model appropriate behaviour -move class in/out of space in an orderly manner