

Staff Matrix

Whole School Rules	Interacting with students	Interacting with staff	Interacting with parents	Ourselves	Interacting with community
Respect					
<ul style="list-style-type: none"> - Respect yourself - Respect others - Respect property 	<ul style="list-style-type: none"> - Identify the students emotions and react appropriately. - Respect student needs. - Respect their thoughts and opinions. - Listen to what they are willing to share to the class and with you. - listen to concerns from students and react appropriately. 	<ul style="list-style-type: none"> - Greet everyone. - Be open to peers respectfully challenging your practice. - Inclusive to others - Wait for your turn - Welcome ideas and listen to others. - Have the confidence to share your ideas. - Seek clarity before making judgements 	<ul style="list-style-type: none"> - Respect their opinions. - Respect their concerns. - Have the confidence to share your concerns. 	<ul style="list-style-type: none"> - Be kind to yourself. - Be confident to ask for help. 	<ul style="list-style-type: none"> - Be respectful and friendly when interacting with students, staff and parents by using professional language. - Develop mutual respect with students, staff and parents with open, honest conversations.
Honesty					
<ul style="list-style-type: none"> - Be honest in your schoolwork - Be honest in and outside of class. - Be honest to yourself and others 	<ul style="list-style-type: none"> - Offer honest feedback to the student. 	<ul style="list-style-type: none"> - Share your thoughts and opinions with one another. - Ask for help. - Bring any issues or concerns to notice in general business is appropriate. 	<ul style="list-style-type: none"> - Be honest with their child's progressions and needs during interviews. - Be honest when completing reports. 	<ul style="list-style-type: none"> - Do your best planning. - Do your best teaching. 	<ul style="list-style-type: none"> - Be able to evaluate and react appropriately with issues within the community. - Represent our school professionally and respectfully in the community.
Responsibility					
<ul style="list-style-type: none"> - Be responsible for your learning - Be responsible for your actions - Be responsible for everyone's safety 	<ul style="list-style-type: none"> - Stay on task. - Be prepared for each lesson. - Cater for all abilities - Report major behaviours on Sentral. - Complete and continue to update IEP - Encourage positive student behaviour. - Model the desired behaviour. - Refer to matrices if needed. 	<ul style="list-style-type: none"> - Be punctual and prepared prior to meetings. - Be professional. - Communicate all minor and major behaviours from yard duty or specialists classes to the student's classroom teacher. - Communicate injuries to office that need attention. - Organise documents to hand out prior to meetings. - Be aware of surroundings with noise level, language and confidentiality. - Answer phones if needed. - Assist with first aid. - Alert staff of new or updated behavior plans. 	<ul style="list-style-type: none"> - Be prepared prior to meetings. - Plan ahead. - For spontaneous meetings, be courteous, well mannered but if you need more time, information or support let the parent know. - Respond to phone calls or emails in a timely manner. - Use common language and refer to matrices if needed. 	<ul style="list-style-type: none"> - Be organised. - Be responsible for your roles and duties. - Keep your classroom tidy. - Keep your desk tidy. - Maintain electronics. - Be prepared and on time for yard duty. 	<ul style="list-style-type: none"> - Be accountable with encouraging behaviours. - Model care, responsibility and gratefulness to our community.