Mount Ridley P-12 College

Staff Code of Practice

(To be read in conjunction with DEECD prescribed Teacher and Education Support Staff duties and the VIT Teaching Profession Code of Conduct)

The foundation years of the College will involve building social capital, creating structures and practices, purchasing resources and establishing staff teams. A great deal of flexibility will be required from all members of the College community. Buildings will be built progressively during our development and the provision of learning resources and curriculum materials will be a demanding and continuing task. All staff should be aware that this is the task before us, and that the demands of establishing a new school will require each of us to work outside of our own area at different times. Flexibility, creativity and collaboration will form the basis of our success and applicants for positions within the College will need to demonstrate a willingness to take on these approaches.

All teaching and education support staff will demonstrate a commitment to Mount Ridley P-12 College by following the Staff Code of Cooperation which requires:

- Being committed to the educational and social values of the College, including integrity and fairness;
- Treating all members of the school community with respect and empathy;
- Behaving and dressing in an appropriate professional manner;
- Following College policy, goals and priorities as set out in the College’s Annual and Strategic Implementation Plans;
- A commitment to manage and adapt to change;
- Contributing to whole school activities and being an active member of the College community;
- Being a positive role model at school and in the community; and
- Contributing to and fostering a positive and safe environment for staff, students and visitors.

EDUCATION SUPPORT STAFF

Education Support Staff at Mount Ridley P-12 College play a crucial role in supporting the development of teaching and learning practices. They undertake a variety of specialist roles involving teaching and learning support, administration and clerical duties and physical and human resources management.

Professional Responsibility

Education Support Staff will be required to:

- Maintain high standards of professional conduct and confidentiality;
- Assist with the effective supervision of students;
- Be conversant with current educational trends;
- Continue to develop professional competencies through participation in professional development activities;
- Recognise that all students have the capacity to learn and be taught;
- Participate keenly in the College’s decision making processes;
- Actively participate in the staff Performance and Development program as outlined by DEECD and College policy; and
- Be accountable for their role or position of responsibility within their job description.
Teaching and Learning Support
Education Support Staff will assist in the development of a classroom culture where students are encouraged, respected and challenged intellectually, physically and socially by:

• Assisting in the establishment and development of plans that cater for the individual learning levels of students;
• Supporting the implementation of challenging yet achievable goals that ensure all students experience success;
• Assisting in the monitoring and recording of individual student progress toward the meeting of set goals;
• Aiding in the evaluation of each student's progress and using this information to set new goals;
• Supporting the utilisation of a wide, effective range of teaching and learning strategies;
• Assisting in the application of the class code of cooperation in a fair and consistent manner with an emphasis on using praise and positive reinforcement as the predominant classroom management strategy;
• Assisting students outside the classroom when appropriate;
• Involving parents in their child's learning through encouraging active participation at home and school.
• Aiding in the maintenance of accurate records of student attainment of outcomes, effort, achievement and attendance;
• Supporting the utilisation of a range of assessment and reporting strategies within the College's Assessment and Reporting Policy;
• Assisting in the promotion of effective communication channels with parents, guardians or caregivers, that communicate concerns and positive feedback as they arise; and
• Providing individualised counselling to students.

Administrative and Clerical Practices
Education Support Staff will be primarily responsible for the efficient functioning of the College's administrative practices. These practices play a significant role in supporting the College's teaching and learning framework and include:

• The provision of a range of administrative support functions for the College Council, Principal and teaching staff;
• Supporting the organisation and coordination of College functions and events, including fund raising activities;
• The effective utilisation of the College's administrative support system including student, staff and College data/records;
• Managing the processing of student admissions, registrations, enrolments and transfers; and
• Providing reception and customer service delivery.

Physical and Human Resources Management
Education Support Staff will be responsible for the efficient management of the College’s physical and human resources by:

• Overseeing and maintaining a range of teaching and learning resources;
• Managing the College’s finances, including implementing procedures that lead to the efficient expenditure of funds;
• Coordinating the use of College facilities, including associated tasks involved in the hiring of resources to external users;
• The effective management of the College’s communication systems, including the ICT network and hardware;
• Preparing, managing and implementing a building and resource development and maintenance plan;
• Implementing a range of strategies that ensure the effective administration of human resources throughout the College.
Contributing to the goals of Mount Ridley P-12 College
Education Support Staff will be required to undertake a range of responsibilities, including:

- A commitment to life-long learning;
- Actively participating in Action Learning Teams;
- Giving and receiving feedback as and from coaches, mentors, partners and peers;
- Keenly assisting in the development and implementation of College policy and programs;
- Being involved in the teaching and learning programs at the College;
- Providing leadership and direction in focus areas of the College; and
- Modelling the use of ICT as a tool to assist personal learning.

TEACHING STAFF
Teachers at Mount Ridley P-12 College will work in Learning Neighbourhood teams sharing practices, resources and facilities. They will provide learning experiences for students based on each child’s individual needs and the requirements of the Victorian Institute of Teaching (VIT), College Council and the Department of Education and Early Childhood Development (DEECD).

Professional Responsibility
Teachers will be required to:

- Maintain high standards of supervision, professional conduct and confidentiality;
- Be conversant with current educational trends;
- Continue to develop professional competencies through participation in professional development activities;
- Identify and respond to individual learning styles and abilities;
- Recognise that all students have the capacity to learn and be taught;
- Participate keenly in the College’s decision making processes;
- Actively participate in the staff Performance and Development program as outlined by DEECD and College policy; and
- Be accountable for their role or position of responsibility within their job description.

Teaching and Learning Practices
Teachers will work in flexible teaching and learning spaces where traditional classroom and disciplinary boundaries will not restrict curriculum delivery. A classroom culture will be developed where students are encouraged, respected and challenged intellectually, physically and socially by:

- Establishing and developing plans that cater for the individual learning levels of students in an objective manner;
- Setting challenging yet achievable goals that ensure all students experience success;
- Monitoring and recording individual student progress toward the meeting of set goals;
- Evaluating the attainment and progress of each student and using this information to set new goals;
- Utilising and maximising a wide, effective range of teaching and learning strategies;
- Applying the class code of cooperation in a fair and consistent manner with an emphasis on using praise and positive reinforcement as the predominant classroom management strategy;
- Progressing from a high level of teacher control, decision making and explicit teaching, to actively encouraging students to take greater control for decisions about their learning as the years progress;
- Assisting students outside the classroom when appropriate; and
• Involving parents in their child’s learning through encouraging active participation at home and school.

Assessment and Reporting
Teachers will be required to:
• Maintain accurate records of student attainment of outcomes, effort, achievement and attendance;
• Utilise a range of assessment and reporting strategies within the College’s Assessment and Reporting Policy;
• Report to students, parents and the College administration in a meaningful, clear and accurate manner in accordance with College policy and practice; and
• Develop effective communication with parents, guardians or caregivers, communicating concerns and positive feedback as they arise.

Contributing to the goals of Mount Ridley P-12 College
Teaching staff will be required to undertake a range of responsibilities, including:
• A commitment to life-long learning;
• The implementation of challenging, innovative and creative approaches in teaching and learning that embrace the delivery of cross-curricula programs, including the extensive use of Rich Tasks;
• Actively participating in Action Learning Teams;
• Giving and receiving feedback as and from coaches, mentors, partners and peers;
• Keenly assisting in the development and implementation of College policy and programs;
• Promoting the involvement of parents and para-professionals (coaches, artists in residence, musicians, teacher assistants, etc) in the teaching and learning programs at the College;
• Providing leadership and direction in focus areas of the College;
• Modelling the use of ICT as a tool to assist personal and student learning; and
• Implementing a seamless transition program for students as they progress through their various stages of development.

STAFF DRESS PROTOCOLS (Teaching and Education Support Staff)
Mount Ridley P-12 College has established high standards of professional performance, behaviour and appearance from its staff with the aim of sending a powerful and positive message to students, parents, and members of the wider community. Ministerial Order No. 199, 2009 Part 11.1.3 states: “whilst on duty an employee’s dress and appearance should be neat, clean and appropriate to the employee's duties.”

The College has developed a staff dress code through a staff consultation process. The staff agreed dress code which outlines minimum dress expectations and requirements is contained in the Staff Handbook.