



Black Hill Staff Code of Practice

The Staff Code of Practice applies to the personal and professional behaviour of the Black Hill Primary School staff in the performance of their duties.

The staff includes all employees of DET, including Kindergarten staff who are engaged by School Council Employees, teachers in training, trainee ESS from BRACE and WDEA or agencies and voluntary workers accepted by the Principal.

Staff at Black Hill Primary School have the right to:

- feel valued and respected as individuals and professionals
- work in a safe, stimulating, supportive environment
- carry out their work in a co-operative, calm and professional manner
- have the support of others in the school community
- have the opportunity for professional development
- have their property and privacy respected.

It is the responsibility of all staff at Black Hill Primary School to:

- treat all members of the school community with empathy and respect
- be professional in their approach to work
- model the school values of Respect, Responsibility, Integrity, Teamwork and Aspiration
- contribute to whole school activities and take an active role in the school community
- show a commitment to developing and implementing the school's curriculum policies and programs
- promote a safe, supportive environment for others
- manage student behaviour and welfare in accordance with the school's stated policy and practice and procedures
- model appropriate behaviour at all times
- respond to the individual student and develop their talents academically, artistically, physically and socially
- show commitment to personal growth and professional development in line with the school's goals and priorities
- respect the privacy, property and confidentiality of others
- acknowledge and value diversity
- act in accordance with the Racial & Religious Tolerance Act of Parliament and Inclusion Policy guidelines

The school expects its staff to:

Establish positive relationships with students by:

- Acknowledging students by name
- Behaving in a friendly manner with all students
- Giving students individual attention
- Showing mutual respect with students
- Acknowledging their skills and interests
- Encouraging and celebrating talents and effort

Employ effective teaching practices by

- Participating actively in team program planning
- Collaborating effectively with colleagues
- Reflecting on and researching current teaching practices and issues
- Providing a range of teaching strategies which develop thinking skills and active learning
- Remaining child-centered in our work
- Using a collegiate approach to planning, management, assessment, welfare and reporting

Establish professional and supportive relationships with other staff by:

- Sharing expertise and assistance
- Respecting differences in each other
- Emphasising the positives
- Being open, honest and friendly with colleagues
- Mentoring new staff
- Giving and receiving feedback

Establish positive relationships with our school community by:

- Having an open-door policy
- Maintaining good communication
- Approaching parents/carers in a friendly, non-threatening manner
- Including parents/carers within our programs
- Working with each other in teams
- Participating in Professional Development
- Supporting the implementation of the Strategic Plan, Policies and programs of the school
- Adhering to the Code of Conduct for Teachers as outlined on VIT website
- Adhering to Respectful Workplace procedures
- Adhering to the Black Hill Primary School Child Safe Code of Conduct:

<http://www.vit.vic.edu.au/conduct/victorian-teaching-profession-code-of-conduct/Pages/default.aspx>

Policy was adopted by School Council in June 2016.
Reviewed by staff August 2019
To be reviewed 2022