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

<table>
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<tr>
<th>Rights</th>
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| **To be free to fulfil my role.** | • 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. | • 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. |
| **To work in an environment that is honest, fair, transparent, open, positive and encouraging.** | • To show respect to all.  
• Be good role models for our students.  
• To be honest in our professional dealings and interactions. | • 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. |
| **To work in a safe environment** | - 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. | - 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. |
| **To be treated as a professional and with respect and courtesy** | - To treat others professionally with respect and courtesy.  
- To be respectful of others’ feelings. | - Speak politely.  
- Give positive feedback.  
- To be aware of body language and use face to face communication where possible.  
- To listen actively. |
| **To be heard and free to express opinions** | - To listen and to be open to other people’s opinions.  
- To try not to take things personally.  
- To be prepared to speak up. | - Be prepared to accept decisions that may not be my personal choice.  
- To be objective. |
| **To be part of a team.** | - To contribute positively to the team.  
- To create an environment that makes others feel a part of the team. | - Welcome others in a Christian manner.  
- Interact with each other positively. (B+ ...Be Positive!) |
| **To have the opportunity for professional development.** | • 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. | • 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. |
|  |  |  |
| **To have the opportunity to grow in faith.** | • To model Gospel values in our everyday life.  
• To uphold the ethos of the Catholic Church.  
• To fulfil the requirements of accreditation. | • 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. |