

SWPBS STAFF MATRIX

We are Learners	We are Responsible	We are Respectful	We are Safe
<ul style="list-style-type: none"> • Know and understand your students academically, socially and emotionally • Implement and promote the SWPBS learning framework and the acknowledgement system • Provide scaffolding and support for students within a stimulating and engaging learning environment • Promote 21st century practices through authentic learning opportunities • Praise and encourage students to take risks with their learning • Provide explicit instruction for students in conflict resolution • Build rapport and take a proactive and collaborative role in Professional Learning Teams, committees and other forums • Think smart, work smart (collaborate) • Be open to, value and share new ideas • Read and respond promptly to important emails • Keep parents informed through social media and online platforms • Support and implement the strategic initiatives of the college 	<ul style="list-style-type: none"> • Maintain strong relationships, open and timely communication with individual students, parents and caregivers • Be a positive role model • Commit and adhere to timelines, school expectations and administrative responsibilities, eg; doors open at 8:40am, attendance rolls, hours of duty, meeting attendance • Ensure appropriate care is taken of all college resources • Keep up to date with college information and events, e.g. Briefing, pigeon holes, emails • Assist with new staff induction processes • Ensure student records, planning and assessment documents are current and accessible • Read and record student information on COMPASS and be aware of individual needs • Follow up on uniform breaches as per guidelines • Ensure information provided by parents is communicated as requested • Maintain professional standards • Minimise absences unless ill or unavoidable 	<ul style="list-style-type: none"> • Value student input into learning • Be courteous, approachable and supportive towards all community members • Treat personal information shared in a non judgmental and confidential manner • Be inclusive and celebrate diversity within the community • Respect homeroom, neighbourhood and shared spaces within the college, e.g. keep areas clean and tidy, use external walkways • Give and receive constructive feedback in a professional and non-threatening manner • Recognise and celebrate the successes of others • Collaborate in decision making, support group decisions and seek clarification if needed • Support others in adapting to change • Be mindful and supportive of the challenges faced by new and visiting staff, e.g. CRTs • Follow meeting protocols, e.g. refrain from using devices unless requested 	<ul style="list-style-type: none"> • Uphold the Child Safety Standards • Maintain an organised, safe and engaging learning environment • Be an active supervisor at all times • Support the health and well being of self and others • Adhere to yard duty protocols and actively encourage SWPBS outdoor expectations • Demonstrate appropriate sun-smart practices • Model safe practices when in or around the college grounds and adhere to safety procedures • Ensure websites and Apps introduced are age and content appropriate and that college procedures are adhered to. • Model and promote community awareness regarding appropriate use of technology and social media • Establish parental permission before posting student images • Follow OH & S guidelines and report issues to appropriate personnel • Challenge or report unsafe practices and behaviours