

ARMADALE PRIMARY SCHOOL

STAFF WELL-BEING POLICY – MARCH 2002

Rationale

At Armadale P.S. we recognise that an individual's physical, social, emotional, psychological, intellectual and financial well-being is fundamental to teacher effectiveness. Equitable opportunities to promote growth and development for all to be available in a supportive work place.

Guidelines

- Staff welfare issues to be addressed with team leaders (see flow chart).
- All staff will be committed to team planning.
- To facilitate, where possible, cohesive planning through the simultaneous timetabling of time release of teachers at similar unit levels.
- To be aware of self-esteem of all staff and to give them due respect.
- A harassment free environment will be provided.
- Effort will be made to acknowledge the contribution of staff by colleagues.
- To continue recognition of teachers' contributions. Take opportunities to include a variety of these activities during the years, celebrating successes, etc.
- Staff to encourage debate and afford respect for each other's professional ideas. All staff to be encouraged to be involved in professional discussions.
- All staff to participate in the Personal Development Planning (Appraisal) process and the PRP process.
- To value and promote staff well-being.

Refer to the following policies

Equal Opportunity Act Protocol Policy

Staff Code of Conduct (Charter)

Harassment Policy

Occupational Health & Safety Policy
Collegiate Values Statement

STAFF WELL-BEING POLICY

PROBLEM

Contact	COLLEAGUE	If urgent,
Guidance	or	legal, health
Officer/ Curriculum Team Leader	personal	disasters,
Social		
Worker life in danger		

SENIOR/JUNIOR SCHOOL LEADER

PRINCIPAL

ARMADALE P.S. COLLEGIATE VALUES

Value	Means	Behaviour
TRUST	To have respect and confidence in colleagues, enabling you to rely on them when necessary.	I will perform to the best of my ability and endeavour to complete all tasks. I will support individuals/teams/and the wider school community. I will share and delegate tasks. I will support team members in “professional” risk taking. I will establish a positive working relationship with all staff.
DIVERSITY	To acknowledge, appreciate, celebrate and value individual differences, respect individual talents, and recognise the cultural diversity and experiences of the wider school community.	I will respect and value differences in culture, traditions, beliefs, opinions, talents, abilities and backgrounds. I will give others the opportunity to express themselves or share ideas. I will listen to others and value the differences between us.
COMMUNICATION	To relate and relay information, emotions, ideas, opinions and concerns, at all levels in a clear and understandable, purposeful manner, within the whole school community.	I will actively engage in all levels of communication, e.g. e-mail, minutes, reports, newsletters, attend meetings. I will take on a personal responsibility to be up to date and follow through expected timelines. I will interact and share constructively with all members of the school community.
EXCELLENCE/ HIGH EXPECTATIONS	To set goals which are challenging and realistic for the individual.	I am a lifelong learner. I am willing to reflect on practice and continue self improvement. I provide an optimum learning environment for all members of the school community that fosters individual excellence. I am willing to accept and provide constructive feedback.

LEARNING	To increase knowledge, develop skills and attitudes, explore values, take risks and continue to learn from others.	I will establish a positive, stimulating learning environment for all students. I will actively seek out opportunities to learn. I will contribute positively to the learning of others. I will reflect and evaluate changes in my own learning – skills, attitude and values.
COMMITMENT/ RESPONSIBILITY	To participate fully in the development of the profession and work towards improving the school as a whole.	I undertake my roles and responsibilities according to my role statement. I will endeavour to further develop my skills. I will persevere with new challenges. I will be accountable for individual and team actions.

CHANGE	To recognise current good practice and adoption of the new. Change is inevitable. It is dynamic, continuous, and inclusive. It works best when it is positive, purposeful and engenders growth.	I will take responsibility to be involved and participate actively by asking questions, discussing and debating. I will trial new strategies. I will take risks. I will reflect, evaluate and adapt. I will be flexible. I will provide a positive environment to nurture change. I will expect to change and modify my work. I will take responsibility for implementing and supporting the change.
HONESTY	To be honourable in principles, intentions and actions.	I will be constructive and considerate when communicating in both verbal and non-verbal ways. My actions will match my words.
COLLEGIALITY	A bond with common goals and shared experiences. Agreed and consistent behaviours and actions. Dependability, loyalty. Commitment to teamwork.	I will actively share, support and encourage colleagues. I will work within the school's policies and structure/processes. I will be dependable, follow through with my responsibilities and be reliable. I will actively participate in teamwork and work towards goals.
RESPECT	Accepting and valuing others. Confidence in each other.	I will acknowledge the contributions of others. I will use common courtesy. I will show my appreciation of individual efforts. I will show consideration of others.

INCLUSIVENESS	Equality of opportunity and access for all individuals.	I will be open in providing accurate information. I will provide for quality learning opportunities for all. I will interact with others without prejudicial behaviour. I will provide balanced resources ensuring equitable provision for all.
TEAMWORK	The sum of individual efforts achieves a greater result through: <ul style="list-style-type: none"> ● Having agreed goals and strategies. ● Utilising individual skills, talents and experiences. ● Being accountable to the team. 	I will undertake tasks as agreed and offer my skills readily <ul style="list-style-type: none"> ● Value responsibility ● Listen to other ideas. ● Contribute ideas. ● Foster a positive environment. ● Accept responsibility to communicate my feelings. ● Give feedback about performance. ● Accept feedback about performance. ● Be positive and foster enthusiasm. ● Be prepared to volunteer to assist the team. ● Actively respond to acquiring new skills. ● Strive to achieve excellence.

