



# STAFF EXPECTATIONS AND RESPONSIBILITIES

## RESPONSIBILITIES TO THE EMPLOYER AND THE WIDER COMMUNITY

As a member of staff at the Olive Public School, I must do my best to fulfill my responsibilities to employer and the community

This means I must:

- Follow contractual obligations;
- Provide a professional service to the cultural diversity of the community;
- Be even handed with all parents, irrespective of their backgrounds;
- Follow the Indian law;
- Support decisions taken by the Academic Board and by the Leadership team;
- Promote and articulate the school's mission and aims; and
- Wear appropriate clothing for the professional duties I hold.

## WHY A CODE OF CONDUCT?

Staff employed at the Olive Public School must meet the highest standards of responsible and respectful behavior and be service oriented to other stakeholders, namely

- Fellow staff, irrespective of their role;
- Students;
- Parents; and
- Board members / Leadership Team

The actions and behaviors we exhibit, affect the well-being of the whole community. This Code of Conduct states explicitly the type of conduct that is required of all staff in the performance of their duties and when interacting with the wider community. Staff members are accountable to students and their families, parents, colleagues, and the wider community. Consequently, we all need to be aware of our responsibilities, accountabilities and our vulnerabilities in our interactions and relationships with one another.

The school Code of Conduct covers the three main areas of staff responsibility.

## RESPONSIBILITIES TO STUDENTS

As a member of staff at the Olive Public School, my first responsibility is to contribute to the education and welfare of all students in my care. I respect the fact that each student is an individual and each student deserves respect and has dignity

This means I must:

- Help students achieve their potential;
- Be consistent, firm and fair;
- Provide a safe, secure and respectful environment in which students may learn;
- Build rapport, trust and professional relationships; and
- Manage behavioral issues in line with the school's policy.

### **RESPONSIBILITIES TO PARENTS, GAURDIANS AND FAMILIES**

As a member of staff at the Olive Public School, I must build professional relationships with student's families that contribute to the student's education and welfare.

This means I must:

- Establish relationships with parents based on transparency, accessibility, responsiveness and honesty;
- Show interest and sensitivity to the families unique circumstances, for the benefit of the students;
- Make parents feel that the child is not just their child but our child;
- Communicate with diplomacy but without ambiguity, and in a timely manner;
- Respect family privacy and treat information with an appropriate level of confidentiality; and
- Respond proactively when issues of health and safety arise.

### **RESPONSIBILITIES TO COLLEAGUES**

As a member of staff at the Olive Public School, I must promote mutual respect and trust in my relationships with colleagues, irrespective of their background, nationality, culture, gender and their role at the school and behave in a way that enhances the status of staff at the Olive Public School.

This means that I must:

- Build cohesion and teamwork whilst respecting individuality and diversity;
- Respect differences in others, their ideas and opinions
- Be a supportive and critical friend to promote excellence in teaching and learning;
- Adhere to deadlines;
- Respond to communications;
- Respect confidentiality; and
- Be open to learn from others