

# Croydon Community School & OPTIONS

## Staff Code of Conduct (General)

### Policy



#### PURPOSE

To ensure this school complies with the legislative requirements of the Acts where applicable.

To ensure the staff have an understanding of the core objectives of the Agreement.

To ensure the school complies with the terms and conditions of the Agreement.

To ensure all staff have a clear understanding of the rights and responsibilities of teaching and Education Support staff working at Croydon Community School & OPTIONS.

To ensure staff understand the importance of the policies that direct operations at the school.

#### SCOPE

This policy is intended for School Leadership, all staff and School Council.

#### DEFINITION

The Victorian Government Schools Agreement 2017 (known as “the Agreement”) between the State of Victoria (Department of Education) and the employees covered by this agreement and the unions is made to enhance the employment interests of persons employed in Victorian government schools consistent with the Government’s commitment to a high-quality, universally accessible public education system, increased education standards and school self-management.

#### POLICY

The school is committed to developing and implementing support structures to maximise learning outcomes and staff potential in a safe and supportive environment.

Croydon Community School & OPTIONS will implement the terms and the spirit of the Agreement.

In summary this includes:

- establishment of a Consultative Committee
- long-term planning for workforce management and the planning and organisation of the instructional program
- organisation of teacher work requirements
- organisation of ES staff
- support for teachers in their first twelve months
- organisation of classes and class sizes
- the structure of selection and other panels for the purpose of making recommendations to the Principal
- grievance procedures

In summary, teaching staff are required to

- undertake 20 hours per week for secondary school teachers or 18 hours 40 minutes per week if a teacher supervises sporting activities of students on a structured basis for a period of two hours per week
- be aware that ordinary hours of duty are 76 hours per fortnight for full time employees and pro-rata for part-time employees
- unless otherwise agreed with the Principal, be in attendance for a minimum of seven hours daily
- be prepared to carry out other duties for up to one hour daily

- undertake a range of other duties, including organisational duties, consistent with their classification level and salary range
- implement the school's philosophy of education
- be thoroughly familiar with school policies which are subject to regular briefings and specific direction e.g. *Anaphylaxis Management, Asthma Management, Child Safe Policies, Duty of Care, Mandatory Reporting (Child Protection), Homework, Yard Duty/Supervision, Emergency Management.*
- have a knowledge and understanding of other school policies
- maintain personal professional learning

In summary, teaching staff have the right to:

- a not excessive workload
- have their duties defined
- feedback on performance
- express interest in additional duties that attract a special payment
- have the schedule of meetings drawn up for the whole year
- a lunch period of not less than 30 minutes free from assigned duties
- release from duties to attend an interview at another government school
- leave and return from leave as described in the Agreement and in the school's *Leave Policy*
- public holidays as described in the Agreement
- reimbursement of reasonable expenses actually and necessarily incurred in the course of authorised duties and other expenses as defined in the Agreement
- agreed and published dispute resolution procedures
- an individual flexibility arrangement pursuant to the Agreement and matters permitted under the *Fair Work Act 2009*
- concern for each individual's wellbeing
- a safe and secure working environment

In summary, Education Support Class staff are required to:

- be in attendance for a minimum of 7.6 hours daily between 8.00 am and 6.00 pm Monday to Friday
- be prepared to attend for duty and/or professional development up to a maximum of six days
- perform the duties that form part of the role description
- be thoroughly familiar with school policies which are subject to regular briefings and specific direction e.g. *Anaphylaxis Management, Asthma Management, Child Safe Policy, Duty of Care, Mandatory Reporting, Emergency Management.*
- have a knowledge and understanding of other school policies
- maintain personal professional learning as applicable

In summary, Education Support Class staff have a right to:

- have their daily starting and finishing times defined
- agree the time and duration of meal breaks (ESS staff cannot work for more than five hours without a meal break)
- agree attendance at school meetings and meetings with parents
- have the dimensions of their work defined in accordance with the Agreement
- agree flexible work arrangements
- if a Level 1 employee is required to work in vacations, expect a responsible manager will be in attendance
- expect the leave purchase allowance will be paid if appropriate under the Agreement
- time-in-Lieu if entitled
- those general rights of teaching staff as above

All staff must clearly understand the school's commitment to **zero tolerance of child abuse** and the role of each individual staff member in maintaining a safe and happy environment for children and ensuring their protection and empowerment.

All staff can expect regular training to ensure everyone in the school feels supported in this vital role.

Other than that described in the school's *Social Media Policy*, under no circumstances may any staff member communicate with a student on social media.

All staff will require a current Working with Children (Suitability) Check.

All staff should be aware that unsatisfactory performance procedures may be applied as per the Agreement Schedule 5.

## FURTHER INFORMATION AND RESOURCES

Reference:

[www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx)

[www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/conduct.aspx)

[www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx](http://www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx)

Please refer also to the school's:

- Employment Policy
- Social Media Policy
- Working with Children (Suitability) Check – Staff Policy
- (and the) Child Safe Standards

## REVIEW CYCLE

This policy, first developed in this format in April 2019 and will be reviewed part of the school's three-year review cycle or if guidelines change (latest DET update 2017 [The Agreement] and mid-May 2018 [Child Safe Standards]).