





# Bellbridge Primary School - STAFF SWPBS Matrix

 <b>SAFE</b>	 <b>RESPECTFUL</b>	 <b>RESPONSIBLE</b>	 <b>a LEARNER</b>
<p>Maintain tidy classrooms and staffroom and an organised learning environment</p> <p>Wear a wide-brimmed hat when outdoors in Term 1 and Term 4</p> <p>Wipe shoes before entering buildings</p> <p>Maintain and support the health and wellbeing of ourselves and our colleagues</p> <p>Follow OH&amp;S Policy and guidelines and report OH &amp; S issues in the Maintenance Book immediately</p>	<p>Be friendly, welcoming and approachable to all members of the school community</p> <p>Provide constructive criticism where necessary</p> <p>Value student input into learning</p> <p>Be accepting of the diversity and individuality of others in our school community</p> <p>Allow time for people to adapt to changes in the workplace</p> <p>Include all team members in decision making</p> <p>Accept decisions that are made; go to the source if you feel concerned</p> <p>Lead by example</p>	<p>Act in a professional manner</p> <p>Commit and adhere to timelines and deadlines</p> <p>Ensure all electronic equipment is locked away at the end of each school day</p> <p>Be punctual</p> <p>Share the workload with colleagues</p> <p>Maintain professional standards in relation to clothing and appearance</p> <p>Check emails and pigeon holes on a daily basis and respond to communication within 24 hours or as appropriate</p> <p>Prepare and submit work programs on time and ensure a hard copy is accessible for easy reference</p> <p>Be prepared for classroom learning, meetings and professional learning</p> <p>Maintain communication with parents, e.g. newsletters, phone calls, diaries, communication books, ILP's</p>	<p>Actively participate in ongoing professional learning, e.g. PLT's with team based focus, classroom and peer observations</p> <p>Be open to and share new ideas</p> <p>Implement teaching and learning initiatives and strategies as per DET and/or school wide expectations</p> <p>Give and receive feedback</p>