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 workplace.

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
STAFF WELL-BEING POLICY

PROBLEM

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

SENIOR/JUNIOR SCHOOL LEADER

PRINCIPAL
## ARMADALE P.S. COLLEGIATE VALUES

<table>
<thead>
<tr>
<th>Value</th>
<th>Means</th>
<th>Behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRUST</strong></td>
<td>To have respect and confidence in colleagues, enabling you to rely on them when necessary.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>DIVERSITY</strong></td>
<td>To acknowledge, appreciate, celebrate and value individual differences, respect individual talents, and recognise the cultural diversity and experiences of the wider school community.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>COMMUNICATION</strong></td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>EXCELLENCE/HIGH EXPECTATIONS</strong></td>
<td>To set goals which are challenging and realistic for the individual.</td>
<td>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.</td>
</tr>
<tr>
<td>LEARNING</td>
<td>To increase knowledge, develop skills and attitudes, explore values, take risks and continue to learn from others.</td>
<td>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.</td>
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<tr>
<td>COMMITMENT/RESPONSIBILITY</td>
<td>To participate fully in the development of the profession and work towards improving the school as a whole.</td>
<td>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.</td>
</tr>
<tr>
<td>CHANGE</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>HONESTY</td>
<td>To be honourable in principles, intentions and actions.</td>
<td>I will be constructive and considerate when communicating in both verbal and non-verbal ways. My actions will match my words.</td>
</tr>
<tr>
<td>COLLEGIALITY</td>
<td>A bond with common goals and shared experiences. Agreed and consistent behaviours and actions. Dependability, loyalty. Commitment to teamwork.</td>
<td>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.</td>
</tr>
<tr>
<td>RESPECT</td>
<td>Accepting and valuing others. Confidence in each other.</td>
<td>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.</td>
</tr>
</tbody>
</table>
| **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:  
- 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  
- 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. |