

Classroom Documents for Relief Specialist and Support Staff

Expectations

- Clarify expectation that relief staff arrive in time to be informed and ready for the day, PBS, dress code
- Clarify with specialist staff the importance of their prompt arrival according to the published timetable.

Key Documents:

STUDENTS

- Student names with recent photograph on desks
- Student goals displayed on their desk
- Class team and specialist teachers and therapist names with recent photographs posted in classroom
- Student preferred communication options including PODD, AAC, speech, Auslan etc. clearly displayed
- Support and All about Me notes for each student including favourite songs, sensory profile information, toileting and personal care needs, images, student and staff birthdays, etc., on the wall
- Allergies and anaphylaxis risks and support protocols visible
- Roll marking protocol – ensure an aide can show the relief teacher, or the office is contacted, if difficulty

LESSONS AND TEACHING

- Morning session PowerPoint on Screen computer, or USB, with computer logon and server access
- Basic routine for each day including current themes, focus aspects etc.
- Every day 'to do' list
- Details for accessing PLPs, data sheets, etc.
- Backup worksheets and activities
- Active supervision within professional ways of working
- Photos and stimulus books ready for writing, including details regarding alternative pencils used by students

BEHAVIOUR AND WELLBEING SUPPORTS

- Keep yourself safe priority
- Emergency phone numbers and email addresses – students, Principal, office, DPs, BSM
- Multielement behaviour support plans
- Preferred activities for each student
- Reinforcers for each student
- Restrictive practices are NOT USED

MEDICAL

- Specialised health plans and related medical procedures
- List of medically trained staff for each procedure, both from within the class and other
- Medication times for each student
- Location of first aid kit

TECHNOLOGY AND DEVICES

- Student usernames and passwords
- Logins and passwords for online options
 - Starfall
 - Sunshine online
 - Help Kids Learn
- OneDrive access and use
- OneSchool use for Incident reports, contacts etc. or where to get assistance for access etc.
- Upload any images taken to OneSchool, Server or OneDrive before going home daily.