

Key tasks for teachers at the start of the year and with new students

Student permissions and plans

- Send Activity Consent forms and Principal letter to Parent/Guardian by end week 1
- Prep and new student ICPs by end Week 6
- All other ICPs and Senior phase Curriculum Plans (QCIA) except new students by end week 2
- Confirm that all students in years 11 and 12 have current Senior Education and Training Plans and that the plans have been reviewed with students and parents

Documentation.

- Student support notes submitted to Principal by end week 5, following parent/guardian/carer meetings and discussions as required with therapists, nurse, and/or school leader/s
- Class multi-element plans to Principal by end week 5
- Individual multi-element plans to Principal by end week 7 or progressively to meet emergent needs
- All parent and other contacts in One School Student Profile same day for emails/phone calls and monthly for DoJo downloads
- Incident reports logged in One School same day
- Accident and medical incidents logged in MyHR same day

Day to day matters

- Remember staff and student absence protocols
- Teachers DoJo parent daily including at least one photo and a brief positive comment on the day, use DoJo for class reminders re activities, events, equipment needed etc.
- Greet colleagues and students enthusiastically each morning
- Check students' bags for messages etc. from parents each day
- Send home food not eaten unless parents request otherwise
- Rinse and wash soiled clothes- NEVER SEND HOME SOILED CLOTHING and DO NOT PUT CLOTHING IN LUNCHBOXES
- Mark student attendance rolls by 9.30am and 1.30pm
- Notify Principal or delegate immediately if a student cannot be located
- Wear fit for purpose clothing including shoes, jewellery, hats; avoid skimpy clothing, low necklines, short shorts or skirts, sandals etc.
- Keep keys including swipe key secure
- Keep CFT for teacher use – DO NOT LEAVE CFT logged on and DO NOT GIVE LOGON OR PASSWORD TO ANYONE ELSE
- See BSM for printer code. One printer code per class or specialist teacher
- Keep email addresses within staff - never to parents
- Keep private phone numbers and address secure; never share with students or family members
- Join, if you wish, the school's private Facebook page
- Do not befriend students on social media
- Only transport students in private vehicle with advance written approval from parent/guardian and Principal
- The Snoezelen rooms are locked to ensure safety of equipment and people. Collect the key from the office and return it as soon as you are finished. Use the sign out sign in book and report any damage, breakages, maintenance requirements, in the book. Only staff trained in Snoezelen use may access the room.

Health and Safety

- Implement high quality infection control procedures
- Stay home or go home if sick
- Report unwell student to school leaders and follow advice
- Isolate sick students or staff
- Stay home for 24 hours, no medication, no symptoms following respiratory illness
- Stay home for 48 hours no symptoms and on normal diet following gastro illness
- Be aware that there are immune-compromised people within our school community
- Observe the Puzzle Piece is Missing protocol

Meetings

- Teacher meetings Manly – needs-based; teachers keep Wednesday afternoons free 3 pm to 4 pm
- Teacher meetings Lindum – needs-based – teachers keep Monday afternoons free 3 pm to 4 pm
- Parent information meetings – Manly – week 0 term 1, 3 of term 3, annually, and as required
- Parent information meetings – Lindum – week 0 term 1m week 4 of term 3, annually, and as required
- Teacher aide/teacher meetings Manly – 3pm to 4.30pm - Wednesday week 2 of each term
- Teacher aide/teacher meetings Lindum – 2.45-4.15pm - Thursday week 3 of each term.

Business practices

- Use green form to request purchase order to be made for you – submit to the Business Manager
- Use WINC account for consumables and other requisites
- Submit EQ 11 for any school or departmental item you wish to take off site including Computers for Teachers (CFT) laptop
- Check off invoice on all items delivered and submit invoice, signed, to BSM
- Use reimbursement form for reimbursement – attach receipt and photographs of items purchased – keep amounts conservative
- Notify intended absence from work using form
- Submit absence from work details on MyHR Self-service

Teaching Strategies, Actions and Attitudes

An effective teacher:

- Gives clear directions with one or two steps, aligned to student processing speed and capability; monitors for comprehension and compliance, and adjusts directions accordingly
- Uses a hierarchy of prompts
- Engages all students and adults in the room with appropriate eye contact, facial expressions and gestures
- Uses individually designed reinforcers
- Makes timely adjustments to the lesson.

This might include adjustments to

- content,
- language,
- interactional style,
- pace and flow of the lesson.

These adjustments depend on student need, student responses, teacher aide feedback, and other factors identified throughout the course of the lesson.

Parent/guardian/carer meetings

- Phone parents/guardians/carers during week 0 to introduce yourself as the class teacher
- Set up parent/guardian/carer DoJo connections by end week 0
- Schedule parent/guardian/carer meetings to discuss student needs, hopes and aspirations, and go over curriculum and personalised support plans – by end week 4

School parades and assemblies

Both campuses hold a weekly school parade for about 30 minutes. Teachers should organise certificates to recognise positive behaviours and achievements. The certificates can be prepared and printed from OneSchool. Parents and friends are welcome to attend parades. School parades currently occur on Friday mornings.

Timetables and Rosters

The whole school timetable is prepared by the leadership team. It shows

- Regular staffing allocations
- Non-contact allocation
- TEAM time allocations
- Specialist teacher allocations to classes
- Other scheduled arrangements e.g., parades
- Class break times
- Staff break times.

Staff are reminded that the published timetables and rosters are approved by the Principal, as is required under policy. Staff should not change timetables or schedules without written approval.

Staff should note that relief staff arrangements may result in timetable changes, and those are approved by the Deputy Principal responsible for relief staffing. The daily email regarding relief staff constitutes Principal approval for the arrangements that are put into place to best address available relief staff and related factors.

During the period of the Building Project, breaks at Manly accommodate students in Melissa's Garden. Break times work around programs, including swimming, Sailability, and hydrotherapy.

Breaks at Lindum are organised around programs, available space, break times for IONA students so that DPSS students can use IONA outdoor spaces, and to fit with Sailability, swimming and hydrotherapy programs.

Transport arrangements for students are included in drop-off and pick-up rolls prepared annually, adjusted as needed. Teachers and a member of the leadership team manage arrivals and departures at both campuses.

Before the start of each term, teachers organise duty rosters for breaks and submit those details to the Principal for inclusion in the school timetable.

Lunch Time Activities Roles and Responsibilities

Active Supervision is required for student engagement, learning and safety – MOVE, SCAN, INTERACT

This is an instructional time, and staff are expected to actively engage students in the activity they are accessing

- Play the games with the students (rather than standing on the sideline observing)
- Assist students to participate in activities (i.e. to blow bubbles by holding bubble blowing handle up to their face)
- Model correct posture, movement etc, to show students how to execute the task
- Encourage students to participate in a variety of activities
- Teach new skills and/or build on current skills
- Ensure that any equipment used is returned to the correct place when finished

Lunchtime Activity Wheelchair Protocol

When supervising students in wheelchairs, please observe the following

- Engage the student in an activity/conversation (don't just stand there)
- Ensure brakes are on
- Do not allow other students to touch/push the wheelchair
- Ensure you are within earshot and able to always see student (don't walk away)
- Avoid boisterous activities nearby (move if students are running in near vicinity)

Staff breaks

Teachers have a total of one hour break per school day, or 5 hours total per full-time week, pro rata, as negotiated.

Teacher aides have a total of 45 minutes break per day with one break of 30 minutes.

Staff are reminded that break times are worked from clock off to clock on. Staff must be prompt in returning from breaks for duty of care reasons, and to pay due respect to colleagues.

Staff absences

Text the staff absence phone: by 7am, to advise of leave required that day.