

Staff SHINE Matrix

| | Working with Students | Working with Parents | Working with One Another | Working Shared Spaces |
|----------------------------|--|---|---|--|
| Stay Safe | <ul style="list-style-type: none"> We set and hold to expectations and boundaries that ensure the safety of all students We observe students and their environments, taking all reasonable steps to mitigate risk We maintain currency of knowledge and skills pertaining to student safety We promote safety with visual aids and reminders | <ul style="list-style-type: none"> We provide and meet in a safe place, ensuring visibility We ensure that a staff member is present with parent helpers We make sure parent helpers/visitors follow school procedures (particularly child safety) We communicate clear expectations in and out of the classroom | <ul style="list-style-type: none"> We act within school policies and guidelines We report and respond to OH&S issues around the school We maintain professional boundaries We support each other to maintain safe environments | <ul style="list-style-type: none"> We ensure all learning spaces are clean and tidy We move through spaces in a calm and safe manner We use and store furniture and resources safely We keep to the left when using pathways We use stairs and lifts safely |
| Have Respect | <ul style="list-style-type: none"> We maintain unconditional positive regard We are aware and accepting of each student's background We are considerate of student emotions and feelings We appreciate individuality and value differences | <ul style="list-style-type: none"> We are approachable/friendly and flexible with time We work as a team to help their child We actively listen We work in partnership with parents for the best outcomes for students | <ul style="list-style-type: none"> We provide opportunities for all staff to contribute We appropriately question or challenge and consider all perspectives by upholding team norms We encourage one another and provide feedback | <ul style="list-style-type: none"> We monitor noise levels and act to consider the needs of others We work collaboratively and professionally with colleagues We are respectful with equipment and others' belongings We communicate changes in routine We acknowledge and respect differences in professional practice |
| Interact Appropriately | <ul style="list-style-type: none"> We develop relationships and rapport We use appropriate tone of voice We use language that is positive, encouraging and supportive We listen to students' ideas with understanding and compassion We understand and put into practise the Child Safety Code of Conduct | <ul style="list-style-type: none"> We use appropriate language to effectively communicate intentions/messages We uphold a professional manner in all communication (email, notes, phone, in person) We communicate openly and professionally We are approachable | <ul style="list-style-type: none"> We actively listen and engage We listen respectfully to others' points of view by using manners and appropriate language in all communications We communicate effectively by listening and valuing the contributions of our peers We are inclusive and respectful in action and word We value where people are at and their strengths | <ul style="list-style-type: none"> We communicate our class routines We work towards planning and teaching together We support one another to take risks in trying new ways of teaching We explore pedagogy of working in flexible and shared spaces We negotiate the use of shared spaces and resources |
| Notice and own our Actions | <ul style="list-style-type: none"> We demonstrate what is appropriate by way of conduct and behaviour We seek feedback with respect to our actions We treat all students equitably We are clear, calm and consistent | <ul style="list-style-type: none"> We listen to and acknowledge concerns We act professionally We follow through with agreed actions | <ul style="list-style-type: none"> We contribute in collegial activities We are open to and supportive of change We are supportive by helping when required We utilise each other's talents and celebrate others' success We acknowledge mistakes and take actions to resolve | <ul style="list-style-type: none"> We are adaptable, flexible and show resilience when working in shared spaces We develop and regularly review shared expectations for working in the new space We embrace a positive team spirit |
| Engage in Learning | <ul style="list-style-type: none"> We make sure that students know what is expected from them (LI and SC) We facilitate and scaffold opportunities for students to work on differentiated and targeted activities to meet identified needs We provide a variety of tools and modes of instructions, using high impact teaching strategies We encourage student ownership of their own learning by setting personal goals | <ul style="list-style-type: none"> We provide opportunities for parents to engage in their child's learning We provide opportunities for parents to learn how to best support children in their learning We provide parents a variety of ways to learn about what is taking place in the school We seek to understand what parents know about their child | <ul style="list-style-type: none"> We seek and provide feedback through professional dialogue (engaging, challenging, deep) We share expertise, materials and experiences We support and encourage each other to build individual and collective capacity to improve student learning We acknowledge that everyone is at a different point in their learning We are open minded by having a growth mindset | <ul style="list-style-type: none"> We contribute to conversations and learning activities to build our capacity We learn from each other by sharing our gifts and talents We share the responsibility of learning for all students We provide opportunities for students to be active contributors in the use of spaces |