

## STAFF INFORMATION

### Casual School Learning Support Officer Induction Checklist

Casual staff, on arrival, are to meet with their teacher to discuss important issues relating to aspects and routines of the learning day.

A key will be provided and you will be shown where to sign on, all doors are to be kept locked at all times. Please return your key at the end of the day.

Be Alert at all times and **DO NOT** leave yourself alone with a student.

Please ensure that you have provided the documentation listed below to the School Administrative Manager or Principal. Copies will be made of your documentation and originals will be returned to you.

- Current Working with Children Check. If you don't have this go to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
- Provide your Casual number.
- Evidence of your completion of eEmergency care and Anaphylaxis training.

#### Please also:

- Meet with team teacher and familiarise yourself with class structure, routine, student target behaviours, casual work folder, class reward system and also read the relevant team folder for more detailed student information.
- **Collect** a set of school keys from Executive or School Administrative Manager. These should be returned at the end of the day.
- **Collect** school two way radio, from the Executive or School Administrative Manager. These should be returned at the end of the day.
- **Sign on** in the sign on book which is located in the staffroom. (See the School Administrative Manager – Sharon Mocha for details).
- Secure your personal belongings in the staff lockers provided in the staffroom. It is not advisable to take them into the classrooms.
- Refer to the “Daily Planner” whiteboard in the staffroom for the important information relating to the whole school learning day. Check the ‘Playground Duty Roster” for duty variations.
- **Refer to Behaviour overview of students** located on classrooms.
- **Photocopier** – no code required
- If unsure of anything – Please Ask!

## BELL TIMES

### School Hours

8.30am	Sign on
8.30am-9.00am	Prep Time/Duty
9.00am	Classes assemble on silver seats
10.10am	Start 1 <sup>st</sup> break
10.30am	Finish 1 <sup>st</sup> break
11.40am	Start 2 <sup>nd</sup> break
12.00pm	Finish 2 <sup>nd</sup> break
1.10pm	Start 3 <sup>rd</sup> break
1.30pm	Finish 3 <sup>rd</sup> break
2.30pm	School finishes
3.15pm	Staff finish flexible, Principal decision

### Management Strategies

Remain Calm.  
 Remind student, right time/right place  
 No power struggle.  
 Tactically ignore behaviour.  
 Stay calm seek support if required.  
 Positive corrective language, agree to disagree-move on.  
 Leave with a task focus and remind student that you will be back.  
 Cooling off time.  
 Not your role to enact physical intervention.  
 At all times, follow the directions of your teacher.

## Playground Duty Roster

- Please ensure you attend your duty promptly. Staff on duty are to be **VISUAL, MOBILE and VIGILANT** during the playground supervision period.
- All duty staff are to carry a two-way radio.
- A bell will sound to indicate the beginning and end of each break period.
- Staff have the responsibility of supervising the exiting and entry of their students at the beginning and end of the break periods.
- Students requesting sports equipment need to be seated on the silver seats. Duty staff are responsible for the management and supervision of sport equipment taken from and returned to the sports storeroom.
- Duty staff determine what equipment comes out into the playground.
- Duty staff are responsible for the return of the equipment to the sport storeroom at the end of the break periods.
- Students assemble on the silver seats at the end of each break.
- All staff are to promptly supervise their students return to class at the end of the break periods.
- At the conclusion of the students learning day at 2:30pm, staff are responsible for their orderly and safe departure.