

STAFF INFORMATION

Casual Teachers Induction Checklist

Lomandra school supports students, years 5-12, with severe challenging behaviours and/or serious mental health conditions. The school's values of Being Safe, Being Respectful and Being a Learner shape the high expectations and codes of behaviour within the classrooms.

The school expects the casual teacher to come prepared to deliver a quality teaching program for that day. This may include bringing resources.

Casual staff, on arrival, are to meet with an executive staff member 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. Keys need to be secured on you 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:

- Meet with the class SLSO 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.
- Secure your personal belongings in the staff locker provided for your use. It is not advisable to take them into the classrooms.
- **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.
- 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 your duty.
- **Photocopier** – no code required.
- **DVD's** – these must be of a G or PG rating.
- If unsure of anything – Please Ask!

BELL TIMES

School Hours

8.30am	Sign on
8.30am-9.00am	Prep Time/Duty
9.00am - 10.10am	First session
10.10am - 10.30am	Recess
10.30am - 11.40am	Second session
11.40am - 12.00pm	Recess
12.00pm - 1.10pm	Third session
1.10pm - 1.30pm	Recess
1.30 - 2.30pm	Fourth session
2.40pm - 3.15pm	Meetings

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.
 - Give task, allow take-up time, give space, then return.
 - Cooling off time.
 - Not your role to enact physical intervention.

Playground Duty Roster

- A playground duty roster is provided to staff at the beginning of each term.
- Variations to the roster are indicated on the 'Daily Planner Whiteboard'. You need to check this at the beginning of each day.
- Staff are responsible for organising changes to their playground duty responsibilities. Inform the executive of any changes so they can be put on the whiteboard.
- 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.
- 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.

When staff need executive intervention, please use the following call requests, depending on the level of need:

- **SUPPORT:** is called when low level executive support is required
- **ASSISTANCE:** is called when immediate and urgent support is required i.e.: Response Team

If required, executive staff will call:

- **CODE BLUE:** Highest level of support. This is **LOCKDOWN** or **LOCKOUT**
- The two-way radios are to left on Channel 1 at all times. If making a call where more detail is required, request a switch to Channel 2..
- Where possible, staff are to use the schools telephone system as the main form of communication.
- For Executive support dial extension 104 or 105.