



**KYNETON  
SECONDARY COLLEGE**

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Principal: Mark Ridgeway

# Staff Professional Standards and Expectations

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As a staff, it is incumbent upon us to model appropriate behaviors and values to our students and to create a climate of high standards and high expectations in the way we treat each other, respect our environment and communicate with our community. The following standards and expectations are established to help us achieve a united and consistent approach in the manner that we relate to our students and the broader community.

Teaching and learning is our core business. At Kyneton Secondary College, an effective teaching and learning environment is one where teachers know the strengths and weaknesses of every student they teach. All classroom teachers use a well-articulated current curriculum, provide clear learning intentions, provide effective classroom management, vary assessment and give specific feedback in a timely manner.

We will strive to:

- Excel at what we do, not just occasionally but for a high proportion of the time.
- Prove constantly that disadvantage need not be a barrier to achievement.
- Put our students first, invest in our staff and nurture our community.
- Have strong values and high expectations that are applied consistently and are never relaxed.
- Fulfill individual potential through providing outstanding teaching, rich opportunities for learning and encouragement and support for each student.
- Be highly inclusive, having complete regard for the educational progress, personal development and well being of every student.
- Ensure that our achievements do not happen by chance, but by highly reflective, carefully planned and implemented strategies.
- Operate with a very high degree of internal consistency.
- Constantly look for ways to improve further.
- Have outstanding and well distributed leadership.

We will:

- Act in accordance with the AITSL National Professional Standards for Teachers and the VIT Professional Code of Conduct.
- Act in accordance with the professional standards for teachers as specified in Part 11 of Teaching Service Order 199.
- Treat each other, our students, parents and wider College community in a respectful and professional manner
- Provide a safe environment for all of our students in accordance with the school's Commitment to Child Safety, Child Safe Policy and Child Safety Code of Conduct.
- Model appropriate behaviors and values to our students and community.
- Follow through on commitments that we make to students and to each other
- Teach to the agreed curriculum as developed within our Domains
- Remember that we are custodians of our school, and act with care and respect for our environment, facilities and resources.
- Follow an agreed conflict resolution process where conflicts occur
- Be on time and properly prepared for classes and meetings
- Dress appropriately and professionally (no denim or singlet tops) as appropriate to our role. This also includes wearing footwear in accordance with OH&S requirements.
- Demonstrate an appropriate degree of professional caution when using online social media such as Facebook – particularly when interacting with students and/or their families.
- Not smoke on or near school grounds (this includes the area outside the front gate)
- Endeavor to respond to telephone and email enquiries within 24 hours.
- Ensure that all external correspondence being sent on behalf of the school is forwarded through the front office to be attached to letterhead, signed by a PCO and a copy kept before being posted out.
- Maintain our professional obligations and high levels of common courtesy to our fellow staff by:
  - Not using laptops in meetings unless specifically required. Usual rules also apply to mobile phones and other electronic distractions
  - Leaving our classrooms in a clean and orderly condition after every class
  - Keeping our workspaces clean and tidy
  - Keeping accurate and timely electronic rolls
  - Notifying the Daily Organiser of absences in a timely and appropriate manner (telephone or personal contact) and prepare work for extras where possible
  - Notifying the office if we have moved our class to another location
  - Supporting each other and mentoring new staff
  - Seeking help and advice when we need it