

Induction Package for Prospective Non-Teaching Staff

Introduction

Members of Currambine Primary School's non teaching staff are committed to excellence and seek to contribute to a learning environment which is safe, supportive and inclusive.

The school which is located in the northern suburbs of Perth was opened in 1997. The school has an enrolment well in excess of 800 students. Some 51% of students travel to the school from outside the boundaries indicating it is a school of choice. In 2010 Currambine Primary School gained the status of Independent Public School.

Members of the non-teaching staff are committed to supporting the school's vision and values. Members of the non-teaching staff are expected to display high level of professionalism and have a strong work ethic

Our Vision

Currambine Primary School strives to grow each child's academic knowledge and skills, leadership capacity, sense of wellbeing and intrapersonal skills in an inclusive, engaging, diverse and positive learning environment.

Our Motto

Together towards Tomorrow

Our Values

At Currambine Primary school we value;

- A pursuit of knowledge and a commitment to individual excellence
- Self acceptance and respect of self
- Respect and concern for others and their rights
- Social and civic responsibility
- Environmental responsibility

Our Philosophy

At Currambine Primary School we believe in;

- Valuing, supporting and promoting excellence in all that we do
- Actively supporting our students' to manage their mental health and well being and their relationships with others including the development of a sense of empathy and concern for the welfare of others.
- Providing an engaging, supportive, inclusive and enjoyable environment for all members of the school community

- Promoting learning as a life long pursuit and encouraging all members of the community to be reflective, collaborative, pro-active and respectful
- Developing the leadership capacity of all members of the school community
- Promoting problem solving, appropriate risk taking, critical and creative thinking

Governance

Currambine Primary School is an independent public school. The school operates within the legislative, regulatory and industrial instruments that govern the management of all public schools, though the school enjoys certain flexibilities related to our Independent Public School status including the merit selection of staff.

The School Board has a role in articulating the strategic direction of the school and, in particular, the development and monitoring of the School Business Plan. A copy of the Business Plan is available from the school website.

The membership of the Board consists of six parents, four staff members, two community representatives and the school Principal.

Leadership

The school is led by the Executive Team made up of the Principal and three Associate Principals. Given the size of the school each Associate leads a sub school along with other leadership responsibilities as outlined below.

Geoff Smith, Principal – Curriculum, Pedagogy, Assessment, School Management
 Asher Dragan, Associate Principal – Junior School Leadership (K-Yr1), Curriculum.
 Michelle Drage, Associate Principal – Middle School (Yr2-4), Digital Learning, TDS.
 Julie Pash, Associate Principal – Senior School (Yr5-7), Mental Health & Wellbeing.

A distributed leadership team also supports change and improvement activities within the school with eight level Three Classroom Teachers presently on the staff.

All members of the school staff are encouraged to embrace opportunities to lead.

Performance Management

All members of the non-teaching staff are expected to participate in performance management. This involves both an initial meeting to cover and clarify performance expectations and develop a performance management goal and associated strategies as well as a review meeting. Further meetings may be negotiated with staff. All staff receive both written and verbal feedback.

Education Assistants have at least one classroom observation visit conducted by their performance manager with follow up discussion and feedback.

Expectations of Staff

Staff are expected to dress in a professional manner. Denim, T-shirts and tops with 'shoe string straps' are not encouraged. Staff are expected to wear appropriate footwear.

Significant communication in the school occurs through email and staff are expected to have the necessary skills to communicate effectively with this tool.