



St Francis Xavier Primary School

Geraldton Western Australia 6530

Relief Teacher / Teaching Assistant / Admin / Library

(Please circle/cross out which area)

SURNAME: _____ Christian Name: _____
 Address: _____
 Email: _____ Mobile Phone: _____
 D.O.B.: _____ Religion: _____
 TRB Number: _____ Expiry Date: _____ Financial Expiry Date: _____
 WWC Number: _____ Expiry Date: _____
 CEWA payroll code if known: _____

Resume attached: Resume
 Referees Email Address included: Ref Email
 Working with Children card attached: WWC
 Screening Clearance attached if **non teaching (less than 6 months old)** Screening
 Completed Applicant Employment History Form attached (App 1) Appendix 1
 Signed Code of Conduct attached (App 2) Code of Conduct

Resume must include previous positions held and contact details of three referees, one who must be most immediate past employer

DAYS ON WHICH YOU ARE ABLE TO RELIEVE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
am/pm	am/pm	am/pm	am/pm	am/pm
PLEASE (CIRCLE)				

PREFERENCE FOR RELIEVING: (Please tick appropriate box)

KG - Yr 6	PP - Yr 6	KG - Yr 3	Yr 4 - Yr 7	Any or Other (eg admin/library)
()	()	()	()	()
PLEASE TICK				

SIGNATURE: _____ DATE: _____
 NAME: _____



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APPLICANT EMPLOYMENT HISTORY *Appendix 1*

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED			
FAMILY NAME GIVEN NAME(S)			
PREVIOUS OR GIVEN NAME(S)			
DATE OF BIRTH			
PREVIOUSLY EMPLOYED BY CEWA		YES	NO
If Yes what is your most current placement			
EMPLOYEE CODE (if known)			
EMPLOYMENT HISTORY			
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE

5 Maitland Street
PO Box 131
GERALDTON WA 6530



(08) 9923 5800
admin@sfx.wa.edu.au
www.sfx.wa.edu.au

St Francis Xavier Primary School

Code of Conduct



For Students, Parents, Staff and Community Members

Purpose

All members of our St Francis Xavier School community have the right to be:

Valued Respected Safe and Learn

The following 'Code of Conduct' describes the minimum standards of behavior expected in order to ensure the safety and well-being of all members, especially the students. The 12 conduct statements apply to students, parents, staff and other members of the community involved in our school. It encompasses both personal and social contact with other members of the community, as well as the use of ICT and online environments while at school. The main goal of the 'Code of Conduct' is to provide an environment where the safety, well-being and education of all students is a priority.

Code of Conduct Statements

- *You act safely and competently.*
- *You give priority to student's safety and well-being in all your behavior and decision making.*
- *You act in accordance with the values of the Gospel, especially: Compassion, Honesty, Respect, Inclusivity and Self-Control.*
- *You conduct yourself in accordance with policies and standards relevant to your relationship with the school community.*
- *You respect the dignity, culture, values and beliefs of each member of the school community.*
- *You treat personal information about members of the school community as private and confidential.*
- *You give impartial, honest and accurate information about the education, safety and well-being of others, especially students.*
- *You support all members of the school community in making informed decisions about students.*
- *You preserve the trust inherent in your relationship with all members of the school community.*
- *You maintain and build on the community's trust and confidence in Catholic schools and the Church.*
- *You act reflectively and ethically.*
- *You allow students to have a voice in their education, safety and well-being.*

Gospel Values

We strive for excellence by learning through Christ and displaying values that he displayed in the Gospels. By displaying these values consistently we are ensuring the safety, well-being and education of all community members, especially the students. St Francis Xavier Primary School has identified five gospel values we consider important for all of our school community.

Compassion – Helping, giving, comforting and encouraging all others

Honesty – Speaking up for what is right and taking responsibility for our actions.

Respect – Taking pride in ourselves and treating others the way we would like to be treated.

Inclusivity – Including others and their best interests in all we do and decide.

Self-Control – Taking time to consider our actions and their impact.

Restorative Practices

Education in schools is largely about relationships, which can at times develop into conflicts which require resolution, forgiveness and healing. Restorative justice is the basis of our approach to behaviour management, which aims to help students learn from their mistakes and reconcile and resolve problems

with others.

Traditionally, school discipline asked three questions in response to wrongdoing:

- What happened?
- Who's to blame?
- What do they deserve?

This approach, borrowed largely from the criminal justice system, left those who have been most affected by the wrongful behaviour without a voice, and without their needs being addressed as part of the 'solution.' It also did not effectively challenge the wrongdoer to be accountable to those he/she had harmed.

The restorative approach that we are developing at St Francis Xavier, on the other hand, starts from a different set of questions:

- What happened?
- Who's been harmed?
- How does that person now feel?
- What needs to happen to repair some of that harm?

In this approach, the focus is on the harm that has been done and the obligation this brings on the part of those responsible to 'right the wrong' as much as possible. This approach seeks to develop in the wrongdoer an understanding of the harm their behaviour has caused to others, so that they can best try to make amends to those most affected. This way ensures that those who have been most affected by the wrongdoing can have the opportunity to be involved in working out what must happen in order to move forward. It puts the onus back on the wrongdoer to be truly accountable for their behaviour and to repair any harm caused to others.

Put simply, our approach aims to strengthen our community through an educative process. It is a way of educating students towards self-regulated behaviour that is respectful, compassionate and inclusive of all concerned.

Expectations



Our school-wide matrix determines the social skills and behaviours we expect all students and staff to learn, practice and demonstrate. They allow us to teach proactively and to provide students and parents with a positive message about discipline. The Behaviour Expectation Matrix translates St Francis Xavier Primary School expected behaviours.

[https://cewaedu.sharepoint.com/sites/8280sfadministration/shared documents/relief/relief documentation/relief application master.docx](https://cewaedu.sharepoint.com/sites/8280sfadministration/shared%20documents/relief/relief%20documentation/relief%20application%20master.docx)

Breaches of the Code of Conduct

Breaches of the Code must be notified to the Principal and it is a breach of the Code not to do so. A breach of the Code may constitute a failure to follow a lawful direction from the Principal and therefore the Principal will have the discretion as to what action to take, which may include restorative practices, professional development or sanctions under any agreement between you and the Principal. If you are a parent, volunteer or visitor, the Principal may take such action as is appropriate in your circumstances to maintain the safety and well-being of students.

With our students, we recognise that poor choice behaviours are going to occur and therefore consider it important to provide consistent and known consequences to these behaviours. When responding to behavior not in line with the school expectations our aim is to have the student re-engaged in learning as quickly as possible and behaving in a socially appropriate manner.

Therefore, the first step will always be to hold a restorative chat or a low level response.

Initial responses may include:

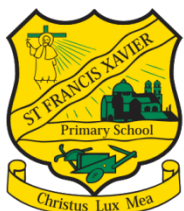
- Correction and reminder of expected behaviour.
- Use of behaviour script or social story.
- Use of a visual schedule.
- Praising other students.
- Redirection to another activity.

If behaviour continues:

- Changing seating.
- Removal from the group or activity.
- Removal to playground, office or another classroom.

If a student becomes aggressive and students or staff are at risk or injury:

- If possible, assistance is summoned from other staff using the red card. This may include staff members who the student is more responsive to, the Assistant Principals or the Principal.
- Student removed from the area to the office where parents will be contacted and decisions made by the Principal as to what actions will take place for the safety and well-being of all school members.
- If student cannot be removed from the area or room, other students and staff will be exited so that harm to others is minimised.



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(Appendix 2)

St Francis Xavier Code of Conduct

Name: _____

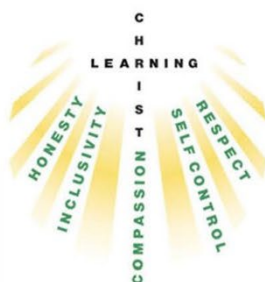
Position: _____

I have read and understood the St Francis Xavier Primary School Code of Conduct including my obligation to notify the Principal of any breaches.

Signed: _____

Dated: _____

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