



Gisborne Primary School

Staff Matrix

	Staff Meetings	Office	Staff/Parent Communication
Caring We display kindness and concern for others.	<ul style="list-style-type: none"> *We will respect others voices and contributions. *We will listen attentively to all staff members. *We will be supportive of others. 	<ul style="list-style-type: none"> *We will think about individuals and their personal circumstance to ensure a happy, welcoming entry to the school. *We will ensure kindness, patience and willingness to help others. *We will display a friendly manner on the phone. 	<ul style="list-style-type: none"> *We will think about other people and their circumstance. * We will consider other people’s feelings when responding to incidents.
Respect We treat everyone in a considerate and courteous manner.	<ul style="list-style-type: none"> *We will listen to other voices and contributions. *We will know, understand and follow the agreed protocols. *We will concentrate and contribute thoughts and ideas. *We will ensure we provide our full attention to the presenter. 	<ul style="list-style-type: none"> *We will remain confidential regarding information that we receive/hear. *We will be respectful of staff and personal information we are privy to. *We will speak in a respectful manner when talking to and about parents, students and staff. 	<ul style="list-style-type: none"> *We will listen to concerns and act appropriately. *We will remain confidential regarding information that we receive.
Responsibility We make good choices and can be trusted to do the right thing at all times.	<ul style="list-style-type: none"> *We will follow the agreed protocols. *We will act in a Professional manner. *We will ensure our phones are turned to silent and are not a distraction. *We will follow up on the information presented if we are unable to attend a meeting. 	<ul style="list-style-type: none"> *We will complete our tasks in a timely manner. *We will build positive relationships between administration staff and the whole school community. *We will assist others in our team when our own workload is low. 	<ul style="list-style-type: none"> *We will initiate conversation with parents to ensure open communication. *We will communicate teaching and learning with parents through a variety of platforms. Eg Seesaw/email *We will communicate concerns with parents.
Resilience We can recover quickly from difficulties.	<ul style="list-style-type: none"> *We will accept constructive feedback and be open to new ideas. 	<ul style="list-style-type: none"> *We will accept and work on constructive feedback. *We will be open to new ideas. 	<ul style="list-style-type: none"> *We will accept constructive feedback to improve teaching and learning.
Personal Best We work hard and strive to achieve our best in everything we do	<ul style="list-style-type: none"> *We will contribute our thoughts to discussions. *We will share professional knowledge with colleagues. *We will record professional learning to develop teacher capacity. 	<ul style="list-style-type: none"> *We will lead by example. *We will contribute towards the team. *We will speak in a pleasant manner to students, staff and parents. 	<ul style="list-style-type: none"> *We will work hard to plan and deliver an engaging and differentiated program.