

## **COLAC SECONDARY COLLEGE**

### **STAFF WELLBEING POLICY**

#### **PURPOSE**

Ensure a positive and supportive working environment that encourages staff to develop professionally and personally.

#### **BROAD GUIDELINES**

- An action plan developed to establish ongoing good practice programs and resources that support staff wellbeing, will guide decisions and planning.
- Clear and precise role descriptions will be developed for all staff members.
- Merit and equity processes will be applied to all decisions made.
- Leadership and staffing structures will be the catalyst for effective healthy teams.
- Student Engagement & Wellbeing Policy will outline rights and responsibilities of all staff.
- School Principal will identify non-negotiable behaviours and actions.
- The agreement will govern the consultative process and provide a range of opportunities to involve staff in decision making.
- All staff have a responsibility and a role to play in staff wellbeing.
- An individual's ability to cope with the diverse range of daily tasks, as well as the rate and scope of change within a school setting requires the support of other staff members.
- Staff can effectively contribute to the school when they have a clear view of expectations and goals, have high self-esteem, and confidence in themselves and in their colleagues.
- Formal and informal support structures are provided for staff to cope in the school setting, and to develop self-esteem and confidence.
- Staff will build on the good working relationship with the other welfare and support agencies.

#### **IMPLEMENTATION**

- Staff will undertake an Annual Review Process allowing them to set goals, reflect on teaching/learning and receive constructive feedback
- Personal and Professional Development opportunities will be available for staff to learn and practice skills that enhance wellbeing
- Staff will be encouraged to complete the staff opinion survey.
- There will be access to support agencies through EAP.
- Recognition and acknowledgment of the contribution each staff member makes to the school will be made either formally or informally through documents and items such as school newsletters, staff meetings etc.

- Staff will have the opportunity to interact with each other through a variety of support structures such as PLTs, staff meetings and social functions
- Staff will be encouraged to provide support and relevant constructive feedback to each other via these support structures.
- New staff members will be familiarised with the school routine and made to feel welcome by all staff.
- The Principal or their delegate will take a lead role in the induction of new staff.
- Graduate teachers will have a mentor teacher allocated to them

## **EVALUATION**

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	June 2021
Review date	2025
DET/VRQA required	Optional