

Scale A Teacher 2024

Application Pack June 2024

Broadgreen Intermediate School
193 Nayland Road
Stoke
Nelson 7011
www.broadgreen.school.nz



INDEX

1. Introduction from the Principal
2. Job Description
3. Code of Conduct

[Application Form](#)

Dear Applicant

Thank you for expressing an interest in the advertised position of a Scale A, fixed term, full time Teacher at Broadgreen Intermediate commencing Term 3, 2024 and finishing 17 December 2024

We seek a capable, relational, and inspirational teacher to join our team. This person will confidently engage with all taura and have a willingness to integrate Te Reo and Tikanga Māori work

They will have an understanding of the social, emotional and learning needs of Y7–8 students and will model and lead our school STAR values. They will have proven experience in the ability to build positive relationships across a variety of contexts and will enjoy leading others to be the best they can be.

The successful applicant will be part of a team of 3 classrooms and will be expected to work collaboratively with the team. The generic job description for the Scale A Teacher is included in this pack and will be personalized with the successful applicant, depending on their strengths and experience.

Intermediates are unique places to work and offer different and varied experiences for students and staff. As a member of the teaching team at BIS the successful applicant will be expected to join in a number of different activities across our school to ensure the smooth running of our school. This is an exciting place with a lot happening.

Information about our school can be obtained from the school website www.broadgreen.school.nz.

The [Application Form](#) is to be returned with your CV and covering letter by 12 pm on Friday 28 June 2024 to:

Acting Principal
Vacancy: Scale A Teacher
Broadgreen Intermediate School
193 Nayland Rd
Stoke
Nelson
7011

Or email to applications@broadgreen.school.nz

Timeline:

Listed: Friday 14 June
Closes: Friday 28 June at 12.00 p.m.
Shortlisting: Friday 28 June
Reference checking: Monday 1 July
Interviews: Tuesday 2 July
Applicants notified Thursday 4 July

If you have any further questions and/or school visits please contact the Acting Principal, Craig Maybee on 03 5477131 or email to applications@broadgreen.school.nz

Yours sincerely

**C Maybee
Acting
Principal**

Generic Teacher

Job Description 2024



- Job Title:** Teacher
- Section 1:** School Goals (Our Code)
- Section 2:** Teacher Responsibilities (Our Standards)
- Section 3:** Specific Responsibilities

Section 1

School Goals

Professional	Baseline
<p style="text-align: center; font-weight: bold; font-size: 1.2em;">Purpose</p>	<div style="text-align: center;"> <p style="font-weight: bold; color: #006666; font-size: 1.2em;">KIA WHAKAMANA, KIA TOA</p> <p style="font-weight: bold; color: #009933; font-size: 1.2em;">EMPOWERING FOR LIFE</p>  <p style="font-weight: bold; color: #006666; font-size: 1.2em;">Curriculum 2022</p> </div> <p style="font-weight: bold; margin-top: 10px;">Uphold and promote the beliefs within our school: Our purpose of Empowering for Life - Kia Whakamana Kia Toa and our values of being Safe, Together, Achieving and Respectful</p>

<p>Knowledge</p>	<p>Has professional knowledge of key documents; School Charter, (Strategic Plan & Annual Plan) and School Curriculum.</p> <p>Supporting documents: NELP, Ka Hikitia, Teaching for Positive Behaviour, Learning Support Delivery Model and Teaching to the North East.</p> <p>Teaching competency in all Curriculum subject areas using the School NZ Curriculum.</p>
<p>Relationships</p>	<p>Positive and constructive relationships with staff and students</p> <p>We role model what it is to be a good adult by;</p> <ul style="list-style-type: none"> ● Managing self responsibly and reliably ● Relating to others with respect and friendliness ● Thinking with integrity and being proactive & self-reflective ● Participating and contributing appropriately ● Using professional and appropriate language

Principles *(Examples of these are evident throughout our curriculum)*

<p>Community Engagement</p>	<p>Our learning has meaning for our students; it connects with their wider lives and engages the support of their families, whanau and communities.</p>
<p>Coherence</p>	<p>Our students are all offered a comprehensive education that makes links within and across learning areas, provides clear transitions, and opens up pathways to further learning.</p>
<p>Learning to Learn</p>	<p>We encourage all students to reflect on their own learning processes and how to learn.</p>
<p>Future Focus</p>	<p>Our learning encourages students to look to the future by exploring significant future focussed issues such as sustainability, enterprise, citizenship and globalisation.</p>
<p>High Expectations</p>	<p>We empower all students to learn and achieve personal excellence regardless of individual circumstances.</p>
<p>Treaty of Waitangi</p>	<p>We acknowledge and value the principles of the Treaty of Waitangi and the bicultural foundations of Aotearoa New Zealand. All our students have the opportunity to learn Te Reo Māori and understand tikanga.</p>
<p>Cultural Diversity</p>	<p>Our learning context reflects New Zealand's cultural diversity and values the histories and traditions of all its people.</p>
<p>Inclusion</p>	<p>Our learning ensures our students' cultures, languages, identities, abilities and talents are recognised and affirmed and that their learning needs are met.</p>

TEACHER RESPONSIBILITIES

<p>#1 Te Tiriti o Waitangi partnership Demonstrate commitment to tangata whenuatanga and Te Tiriti of Waitangi partnership in Aotearoa New Zealand.</p> <p>Tangata Whenuatanga: Affirms Māori learners as Māori - provides contexts for learning where the identity, language and culture of Māori learners and their whanau is affirmed.</p>	<ul style="list-style-type: none"> ● Understand and recognise the unique status of tangata whenua in Aotearoa New Zealand. ● Understand and acknowledge the histories, heritages, languages and cultures of partners to Te Tiriti o Waitangi. ● Practice and develop the use of te reo and tikanga Māori.
<p>#2 Professional Learning Use inquiry, collaborative problem-solving and professional learning to improve professional capability to impact on the learning and achievement of all learners.</p> <p>Ako: Takes responsibility for their own learning and that of Māori learners.</p>	<ul style="list-style-type: none"> ● Inquire into and reflect on the effectiveness of practice in an ongoing way, using evidence from a range of sources. ● Critically examine how my own assumptions and beliefs, including cultural beliefs, impact on practice and the achievement of learners with different abilities and needs, backgrounds, genders, identities, languages and cultures. ● Engage in professional learning and adaptively apply this learning in practice. ● Be informed by research and innovations related to: content disciplines; pedagogy; teaching for diverse learners, including learners with disabilities and learning support needs; and wider education matters. ● Seek and respond to feedback from learners, colleagues and other education professionals, and engage in collaborative problem solving and learning-focused collegial discussions.
<p>#3 Professional Relationships Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.</p> <p>Whanaungatanga: Actively engages in respectful working relationships with Māori learners, parents and whanau, hapu, iwi, and the Māori community.</p>	<ul style="list-style-type: none"> ● Engage in reciprocal, collaborative learning focused relationships with: <ul style="list-style-type: none"> - learners, families and whanau - teaching colleagues, support staff and other professionals - agencies, groups and individuals in the community ● Communicate effectively with others. ● Actively contribute, and work collegially, in the pursuit of improving my own and organisational practice, showing leadership, particularly in areas of responsibility. ● Communicate clear and accurate assessment for learning and achievement information.

<p>#4 Learning-focused Culture Develop a culture that is focused on learning, and is characterised by respect, inclusion, empathy, collaboration and safety.</p> <p>Manaakitanga: Demonstrates integrity, sincerity, and respect towards Māori beliefs, language and culture.</p>	<ul style="list-style-type: none"> • Develop learning-focused relationships with learners, enabling them to be active participants in the process of learning, sharing ownership and responsibility for learning. • Foster trust, respect and cooperation with and among learners so that they experience an environment in which it is safe to take risks. • Demonstrate high expectations for the learning outcomes of all learners, including those learners with disabilities or learning support needs. • Manage the learning setting to ensure access to learning for all and to maximise learners' physical, social, cultural and emotional safety • Create an environment where learners can be confident in their identities, languages, cultures and abilities. • Develop an environment where the diversity and uniqueness of all learners are accepted and valued. • Meet relevant regulatory, statutory and professional requirements.
<p>#5 Design for Learning Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.</p> <p>Wananga: Participates with learners and communities in robust dialogue for the benefit of Māori learners.</p>	<ul style="list-style-type: none"> • Select teaching approaches, resources, and learning and assessment activities based on a thorough knowledge of curriculum content, pedagogy, progressions in learning and the learners. • Gather, analyse and use appropriate assessment information, identifying progress and needs of learners to design clear next steps in learning and to identify additional supports or adaptations that may be required. • Design and plan culturally responsive, evidence-based approaches that reflect the local community and Te Tiriti o Waitangi partnership in New Zealand. • Harness the rich capital that learners bring by providing culturally responsive and engaging contexts for learners. • Design learning that is informed by national policies and priorities.
<p>#6 Teaching Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.</p> <p>Ako: Takes responsibility for their own learning and that of Māori learners.</p>	<ul style="list-style-type: none"> • Teach in ways that ensure all learners are making sufficient progress, and monitor the extent and pace of learning, focusing on equity and excellence for all. • Specifically support the educational aspirations for Māori learners, taking shared responsibility for these learners to achieve educational success as Māori. • Use an increasing repertoire of teaching strategies, approaches, learning activities, technologies and assessment for learning strategies and modify these in response to the needs of individuals and groups of learners. • Provide opportunities and support for learners to engage with, practice and apply learning to different contexts and make connections with prior learning. • Teach in ways that enable learners to learn from one another, to collaborate, to self-regulate and to develop agency over their learning.

	<ul style="list-style-type: none">• Ensure learners receive ongoing feedback and assessment information and support them to use this information to guide further learning.
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Broadgreen Intermediate

Code of Conduct

Introduction

“The Broadgreen Intermediate School Board has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from you. All staff is expected to identify with and have a commitment to the philosophy and values of the school, and to demonstrate that commitment in the performance of their duties.

Please make yourself fully familiar with the standards in this document.”

Board Chair

Broadgreen Intermediate

Contents

Purpose of the Code	4
Coverage	4
Principles	4
Shared expectations	4
Broadgreen Intermediate School Board expectations of staff	4
Obligations of Broadgreen Intermediate School Board to staff	4
Codes of Behaviour	5
Performance of duties	5
<i>Unacceptable behaviour</i>	6
Appropriate relationships with students	6
Respect for the rights of others	6
<i>Unacceptable behaviour</i>	7
Conflicts of interest and integrity	7
Gifts and rewards	8
Participation in public bodies or voluntary associations	8
<i>Unacceptable behaviour</i>	8
Security/confidentiality	9
Ownership of information	9
Data storage on computer systems and servers	9
Computer software	9
Use of the email system	9
Internet	9
Retention of data	9
<i>Unacceptable behaviour</i>	10
Official information	10
Release of official information	10
<i>Unacceptable behaviour</i>	10
Public Comment	10
<i>Unacceptable behaviour</i>	10
Breaches of the Code of Conduct	11
Disciplinary action	11
Acknowledgement of Receipt of Code of Conduct	13

Purpose of the Code

The purpose of this Code of Conduct is to assist you to know and understand the minimum standards of conduct and behaviour expected of you as an employee of the Broadgreen Intermediate School Board.

This reflects the basic requirements of professionalism, integrity and courtesy needed to ensure that we provide a quality education to our students, and that a pleasant and safe working environment exists for all staff and students.

Coverage

The Code applies to all employees of Broadgreen Intermediate School Board, including permanent, temporary, and casual employees. This Code forms part of your employment with the board.

Principles

The Code of Conduct establishes three principles of conduct which all staff are expected to observe:

- 1) You should fulfil your lawful obligations to Broadgreen Intermediate School Board with professionalism and integrity.
- 2) You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the students, the school community and your colleagues.
- 3) You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
 - damage the standing or reputation of Broadgreen Intermediate School Board because of the position you hold in it;
 - interfere with the proper performance of your duties.

Shared Expectations

Broadgreen Intermediate School Board can operate effectively and provide a quality educational outcome when there is a shared expectation between the board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that Broadgreen Intermediate School Board, as the employer, has of you, and the expectations that you, as an employee, may have of Broadgreen Intermediate School Board.

Broadgreen Intermediate School Board Expectations of Staff

Broadgreen Intermediate School Board expects you to:

- work within the law with honesty and integrity;
- comply with all lawful and reasonable instructions;
- comply with the policies of the Broadgreen Intermediate School Board;
- work diligently and meet the requirements of your employment agreement;
- respect the rights of colleagues, students and the school community.

Obligations of Broadgreen Intermediate School Board to Staff

As a good employer, we are committed to meeting the following staff expectations:

- a commitment to the principles of the Treaty of Waitangi;
- opportunities for equal employment, including recognition of:
 - the aims and aspirations of Māori and ethnic or minority groups;
 - the employment needs of Māori, Pacific Island, ethnic or minority groups, women, and people with disabilities;
- impartial and open selection and appointment procedures;
- fair rates of remuneration for skill, responsibilities and performance;
- an up-to-date job description that provides clear statements of your duties and your employer's expectations of you;
- adequate training and equipment to perform your duties;
- regular and appropriate feedback and communication on your work performance;
- effective communication of information;
- good and safe working conditions;
- opportunity for the enhancement of your abilities;
- freedom from harassment or discrimination in the workplace;
- a commitment to a supportive and confidential Employee Assistance Programme;
- appropriate disciplinary and dispute procedures and the opportunity for redress against unfair or unreasonable treatment by the employer.

Codes of Behaviour

If you have any prior criminal convictions, you are required to inform Broadgreen Intermediate School Board about them before accepting employment with the school. If you do not disclose this information or are not truthful about it, disciplinary action could be taken against you which could lead to dismissal.

You are to avoid any activity, either work-related or private, which could reflect badly on Broadgreen Intermediate School Board in its relationships with the school community. This means that you are to inform your manager in writing if:

- you apply for bankruptcy or become bankrupt;
- any criminal charges or convictions that may occur while you are employed by Broadgreen Intermediate School Board are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity by the board. This may include, for example, charges that involve loss of trust between you and the board, or charges that damage the reputation of the school;
- secondary employment – permission from employer – doesn't interfere with primary duties.

Performance of Duties

Employees are expected to carry out their duties in an efficient and competent manner.

This means that you are expected to:

- comply with the law;
- comply with all lawful and reasonable instructions and work as directed by your employer or their duly delegated representative;

- perform your duties according to the legislation, policies, and procedures of Broadgreen Intermediate School Board;
- comply with any other code of ethics or practice that may apply to your profession e.g., New Zealand Teachers Council Code of Ethic, Nursing, Executive Officers;
- perform your work to an agreed standard;
- show proper and reasonable care when using board property, resources or funds;
- contact your employer (within 30 minutes of your normal starting) if you are to be absent from work due to sickness or an emergency.

You are also expected to obtain permission from your employer to:

- be absent from your workplace during work hours;
- enter into any contract or agreement on behalf of Broadgreen Intermediate School Board. The board will not accept responsibility for any unauthorised action.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- ignoring lawful and reasonable instructions from your employer;
- being under the influence of alcohol, drugs or solvents impeding your performance during working hours;
- giving false information (e.g.: stating you have a driver's licence when you don't; making a false claim for expenses);
- failing to declare information that is requested when you apply for employment with Broadgreen Intermediate School Board (e.g.: having a revoked driver's licence or a criminal conviction);

Appropriate Relationships with Students

You should recognise the sensitivity of the situation of students under Broadgreen Intermediate School Board care and control and show respect for and protect their dignity.

- No employee is to have a sexual relationship with any person under the age of 16 or any student of the school.
- No employee is to have a sexual, familial or financial relationship with a student or young person with whom they have a professional relationship arising from their employment with the board.
- No employee is to have inappropriate electronic communication with students ie Facebook, Bebo, texting

You must inform your employer if a person to whom you are related, or with whom you have or previously had any personal, sexual or financial relationship, comes within the ambit of your professional responsibilities.

Respect for the Rights of Others

While you are employed by Broadgreen Intermediate School Board you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other employees or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgmental by not harassing or discriminating against your colleagues or students based on their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- the use of abusive, obscene or threatening language or behaviour to your colleagues or the public;
- misuse, abuse or improper use of your position or of any statutory authorities or powers that may be delegated to you.

Conflicts of Interest and Integrity

You are expected to be honest, fair and impartial when you perform your duties. This means that:

- You should not show bias to an individual student. Everyone should be treated fairly.
- In general, you are not to approve anything that will result in expenditure in respect of yourself (e.g.: increased salary, travel expenses, a training course, your own overtime).
- You are not to lend money to, or borrow money, or otherwise enter into financial relationships with staff or students. The amount of money lent or borrowed could imply indebtedness that could lead to a conflict of interest in formal work relationships.
- You must inform Broadgreen Intermediate School Board if you are involved in, or have a personal or financial interest or commitment to, any activity that may conflict, or could be seen by others to conflict, with the performance of your duties and the goals of the school.

This includes situations such as:

- having a close family member, relation or partner working with you;
- when a member of your family or a person that you know enters into a professional relationship with the school. Under no circumstances are you to become professionally involved, or in any way try to influence that relationship, or obstruct staff in performing their duties.

A financial interest or commitment includes:

- company directorships;
- shareholdings;

- offers of additional employment outside the school.
- You must inform Broadgreen Intermediate School Board if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to the school.
- Some employees, such as teachers, are required to abide by a professional code of ethics. These employees must inform Broadgreen Intermediate School Board if there are any conflicts between their professional codes of ethics and the duties they are directed to perform.
- You should consult with your employer before taking up other paid employment where that other paid employment could conflict with the performance of your duties at Broadgreen Intermediate School Board.

You should speak to your employer if you are unsure whether or not a particular situation is, or could be seen to be, a conflict of interest.

Gifts and Rewards

You may not seek any form of reward (including gifts, favours, prizes or fees) for performing your duties as an employee. Gifts or rewards can be seen as bribes or inducements that put you under obligation to someone other than Broadgreen Intermediate School Board. While it is acceptable to receive a gift of a low value, if you are offered any form of reward or gift valued at \$50.00 or more, you should inform your employer who will decide the appropriate response.

Participation in public bodies or voluntary associations

You must inform your employer if you are participating in a public or voluntary organisation (or intend to) and there are actual or potential conflicts between your responsibilities and duties as a staff member of Broadgreen Intermediate School Board, and your responsibilities and duties to the other organisation. Where it is considered, there is a potential conflict of interest, appropriate arrangements will need to be made to avoid or resolve the conflict.

For example:

- It could be interpreted as a conflict of interest if you are a member of (or plan to become a member of) or have a family involvement in a trust or community organisation which is funded by or otherwise linked to Broadgreen Intermediate School Board.
- If you intend to stand for Parliament, you must discuss this with your employer, to arrange leave. (This will commence at an agreed date, as per the *Electoral Act 1993*.)

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the Broadgreen Intermediate School Board include:

- approving expenditure for yourself, a family member, or a business that you have an interest in;
- failing to declare activities that you are involved in that could be seen to be in conflict with your work;

- soliciting, and/or accepting gifts or rewards, or using board services/resources for personal advantage or gain;
- failing to disclose a personal relationship with a student or their family when you have a professional relationship with that person.

Security/Confidentiality

You are expected to maintain the highest standards of confidentiality and security in the workplace.

This means that you are not to:

- use the boards' computer systems in any way that may corrupt or disrupt their normal function;
- access, or attempt to access, machines or networks by unauthorised means – for example unauthorised use of dial-in modems;
- use information related to the boards' systems for anything other than authorised purposes;
- bring into the workplace via the email or Internet system, or by any other means, any material that is pornographic, or that may be viewed as racist or sexist;
- give your computer password/security card to any other members of staff without good and justifiable reason;
- leave a record of your password anywhere obvious so that someone else may see it.

Ownership of Information

Broadgreen Intermediate School Board owns all data stored on computer systems. Management has the right to access and view this information at any time.

The network is being continually monitored and staff found using the system inappropriately may face disciplinary action.

Data Storage on Computer Systems and Servers

Only business information can be stored on computer systems. You are not permitted to store any personal data on the computer system, including documents, spreadsheets, databases, games and jokes.

Computer Software

Only software authorised by the board can be loaded onto Broadgreen Intermediate School Board computer systems. Any software loaded onto any Broadgreen Intermediate School Board equipment must have a valid licence with proof of ownership. No software owned by the board may be copied and used on another PC or taken home and loaded onto a personal device, as this contravenes software licensing laws.

Use of the Email System

The email system is for school purposes and must not be misused. While it is acceptable to send or receive business messages from outside the school, users should be aware that this information might not be secure outside the school. This needs to be considered before you send email. Personal information, such as documents, spreadsheets, databases, games, jokes and other non-business-specific email must not be circulated via the email system.

Internet

Use of the Internet is for school purposes only. You are not to retrieve, distribute or store unapproved or non-business-related material from the Internet. You must have approved access and this is provided on an individual basis.

Retention of Data

Broadgreen Intermediate School Board is required to retain information in accordance with the Archives Act 1957. This means that you cannot delete business-critical data from the computer system without permission.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the school include:

- misuse, abuse or unauthorised use of board funds, resources or property (including telephones, fax machines, Internet, email, photocopiers, computers, credit cards, taxi cards and vehicles);
- falsifying board records (e.g.: inaccurate or false recording of your time sheet).

Official Information

The disclosure or release of official information is subject to the *Official Information Act 1982*. Information related to Broadgreen Intermediate School Board, its suppliers or the users of its services is to be always treated as confidential to the board and is to be used by employees for official purposes only.

Employees of Broadgreen Intermediate School Board are also subject to the provisions of the *Privacy Act 1993*. The main object of this Act is to promote and protect personal information and it seeks to give individuals some measure of control over personal information about themselves.

Release of Official Information

Official information must only be released by authorised employees, and only in accordance with the procedures as stated in the Official Information Act. Board instructions about the release of official information must also be followed.

It is not to be released to the media or the public without the proper authorisation. For example, staff may not remove or copy school documents or records for external use without approval from their manager.

It should never be used for personal motives.

Unacceptable Behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by Broadgreen Intermediate School Board include:

- providing information outside Broadgreen Intermediate School Board without proper authority;
- using board information for unauthorised purposes;
- using school information to support personal motives;
- breaching the Privacy Act in respect of employees, suppliers or users of board services.

Public Comment

Staff members should not respond to requests from the media for comment on matters relating to the school. Only authorised staff members should respond to media requests

for comment on such matters. If the media makes an approach to you, inform your principal/board so they can respond to the media request.

Unacceptable behaviour

Failure to observe these standards of conduct by a staff member may result in disciplinary action, which could include termination of employment.

Examples of behaviour that would be considered unacceptable by the board include:

- publicly commenting on matters relating to individual students;
- giving the impression that you are expressing the views of Broadgreen Intermediate School Board when you are actually stating your own personal views;
- making a personal attack on a fellow staff member.

Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. As outlined in the Code, behaviour or actions that are considered unacceptable by Broadgreen Intermediate School Board may result in disciplinary action against the employee concerned, which could include termination of employment.

Disciplinary Action

Disciplinary action is about problem solving. Broadgreen Intermediate School Board is concerned with identifying problems associated with performance or behaviour, and to make sure that the process for fixing those problems is prompt, consistent and fair. In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

1. Informal Disciplinary Action:

- discussion of the problem;
- assistance to help overcome the problem;
- referral to the Employee Assistance Programme, if appropriate;
- temporary transfer to other duties.

2. Formal Disciplinary Action:

- oral warning;
- written warning;
- removal of discretionary conditions of employment (i.e.: delegations, flexible working hours, etc.);
- transfer to another position at existing salary;
- transfer to another position with reduced pay (but not below the minimum rate for that position);
- suspension (with or without pay);
- dismissal with notice;
- dismissal without notice.

Other options may be considered, depending on the circumstances of the case.

Whether disciplinary action is informal or formal, the Broadgreen Intermediate School Board will make sure that the disciplinary procedures are fair. This means that:

- (a) You must be told of your right to request union, legal or other assistance and/or representation.
- (b) You must be told of the specific behaviour or performance that is causing concern and given a reasonable opportunity to provide an explanation.
- (c) You must be told, where appropriate, of the action that is required to amend or improve your behaviour or performance and be given a reasonable opportunity to do so.
- (d) We must undertake an appropriate investigation before any substantive disciplinary action is taken.
- (e) If the offence is sufficiently serious, an employee is to be placed on suspension pending investigation.
- (f) An oral warning would usually precede a written warning, depending on the seriousness of the misconduct.
- (g) It is a requirement that the process and result of any disciplinary action are recorded in writing, read and signed by you (the employee), and then placed on your personal file.

In general terms, no disciplinary papers will go on your file unless you have seen them or have been given a genuine opportunity to see them. If you are not satisfied with the disciplinary action taken, you have the right to pursue a personal grievance. This procedure is outlined in your employment agreement.

Acknowledgement of Receipt of Code of Conduct

I _____ (*name*)

acknowledge that I have received a copy of the Code of Conduct issued

I have also been advised/received a presentation outlining my obligations under the Code.

I understand that a breach of the Code may lead to disciplinary action, including dismissal.

Signed

Date

(remove this page from code and place original on employee's personal file)