



## Mission Statement

To provide an excellent education for all. One which holds faith and love at the heart of all that we do. We want everybody to develop and fulfil their potential whilst part of our community and beyond.



### St. Francis of Assisi Catholic College

#### Staff Code of Conduct

##### Introduction

As a staff member at St. Francis of Assisi Catholic College, you are expected to uphold and embody the values, beliefs, and teachings of the Catholic faith. Our mission is to provide a nurturing and faith-centered environment that promotes academic excellence and spiritual growth. This Code of Conduct outlines the professional and ethical behaviour expected from all staff members to ensure we maintain a respectful, safe, and productive educational environment.

##### Core Principles

1. **Faith and Spirituality:** Uphold and model Catholic teachings and values in all interactions.
2. **Integrity:** Demonstrate honesty, fairness, and transparency in all professional responsibilities.
3. **Respect:** Treat all students, parents, colleagues, and community members with dignity and respect.
4. **Confidentiality:** Protect the privacy of students and staff, maintaining confidentiality of sensitive information.
5. **Professionalism:** Exhibit professionalism in demeanour, language, and appearance.
6. **Commitment to Excellence:** Strive for excellence in all educational endeavours and continuous professional development.
7. **Community and Collaboration:** Foster a collaborative, supportive, and inclusive community.

##### Professional Conduct

1. **Compliance with Policies:**
  - Adhere to all school policies, procedures, and guidelines.
  - Follow the directives and guidance provided by school leadership.
2. **Legal and Ethical Standards:**
  - Comply with all applicable laws and regulations.
  - Report any unethical or illegal activities to appropriate authorities.
3. **Conflict of Interest:**
  - Avoid situations where personal interests conflict with professional duties.
  - Disclose any potential conflicts of interest.

##### Responsibilities Towards Students

1. **Safety and Well-being:**
  - Ensure a safe, supportive, and positive learning environment.
  - Report any concerns regarding student welfare to designated personnel.
2. **Academic and Personal Development:**
  - Provide high-quality instruction and support to facilitate students' academic and personal growth.
  - Encourage students to achieve their highest potential.



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### 3. **Equity and Inclusion:**

- Treat all students equitably, without discrimination or bias.
- Promote an inclusive environment that respects diversity.

## Relationships with Colleagues

### 1. **Collaboration and Teamwork:**

- Work collaboratively with colleagues to achieve common goals.
- Share knowledge, resources, and best practices to enhance the learning experience.

### 2. **Respect and Professionalism:**

- Communicate respectfully and constructively with colleagues.
- Address conflicts in a professional and timely manner, seeking resolution through appropriate channels.

## Communication and Interaction

### 1. **Professional Communication:**

- Use appropriate and respectful language in all forms of communication.
- Respond to communications from students, parents, and colleagues in a timely and courteous manner.

### 2. **Representation of the School:**

- Represent the school positively in the community.
- Avoid any actions or statements that could harm the school's reputation.

## Personal and Professional Growth

### 1. **Continuous Improvement:**

- Engage in ongoing professional development and self-improvement.
- Stay informed about current educational practices and advancements.

### 2. **Reflection and Feedback:**

- Reflect on personal performance and seek constructive feedback.
- Implement feedback to enhance professional practice.

## Use of School Resources

### 1. **Resource Management:**

- Use school resources responsibly and efficiently.
- Avoid waste and ensure resources are used for their intended purposes.

### 2. **Technology and Social Media:**

- Use technology and social media responsibly, adhering to the school's acceptable use policies.
- Ensure that online behaviour reflects the school's values and professional standards.

## Commitment to Catholic Identity

### 1. **Faith Integration:**

- Integrate Catholic teachings and values into the curriculum and daily activities.
- Participate in and support the school's religious events and activities.

### 2. **Role Modelling:**



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- Serve as a role model of Catholic virtues and ethics.
- Encourage and guide students in their spiritual journey.

## Enforcement and Accountability

### 1. **Compliance Monitoring:**

- The administration will monitor adherence to this Code of Conduct.
- Non-compliance may result in disciplinary action, up to and including termination.

### 2. **Reporting Violations:**

- Report any violations of this Code of Conduct to the appropriate authorities.
- Ensure that all reports are handled with confidentiality and respect.

By adhering to this Staff Code of Conduct, you contribute to the mission of St. Francis of Assisi Catholic College, fostering a community of faith, learning, and service. Let us work together to inspire our students to grow in faith, knowledge, and character.

By fostering a professional and faith-centered environment, this Code of Conduct aims to ensure that all staff members contribute positively to the educational and spiritual development of our students.