

# Woodcroft Academy



'Be wise, be wonderful'

**Head of School: Mrs H Hewitt**

**Staff Code of Conduct Policy**

**April 2020**

**The Code of Conduct enshrines the principle that ‘Everyone will act with courtesy, consideration and respect to others at all times.’**

Each member of staff is expected to demonstrate:

### Professionalism

To act as professionals at all times: □

Confidentiality

- Appropriate use of social media
- Punctuality and attendance
- Taking responsibility for guidelines, procedures and meeting deadlines
- Professional dress code
- Accountability
- Use of appropriate language

### Respect for others and their work

- To work as year group teams, support one another and to promote harmonious relationships across the whole school.
- To treat everyone with courtesy, consideration and respect.
- To speak appropriately and professionally to all members of the school community (including parents), treat them fairly and ensure that they are always listened to.
- To be sincere and honest in what is said and done.
- To be sensitive to the needs and feelings of others.

### Job Responsibilities

- To be a role model for others.
- To organise and provide a safe, stimulating and tidy environment which is conducive to learning.
- To help pupils work to their full potential and develop their self-esteem.
- To deliver consistently high quality lessons that maximise learning.
- To follow safeguarding policies and procedures.
- To start and end each session/lesson punctually.
- To take care of the learning environment and leave the room tidy at the end of each day.
- To maintain high standards of classroom management.
- To ensure lessons are thoroughly prepared and resourced.
- To set and mark all work/homework in line with the school policy.
- To complete pupil assessments and reports on time and in line with school policy.
- To communicate regularly and meaningfully with parents, colleagues and other relevant professionals.

### General Responsibilities

#### Staff Absence:

- If staff are ill and unable to attend work for any reason they must phone ***(not text)*** Mrs Helen Hewitt – (Head of School) between **8am and 8.30am only**. If you cannot speak to Mrs Hewitt a voice message must be left at the school office. **(Text messages or emails are not acceptable)**

- After any period of absence, a return to work form must be completed with the phase leader. Mrs Hammersley for EYFS. Mrs Scott for KS1 or Mr Bridge for KS2. All nonclass based staff will meet Mrs Hewitt on their return to work.
- Medical appointments should normally be made outside working hours.
- All staff must complete a leave of absence form if requesting leave during school time. Requests will be approved or disapproved on a case by case basis by The Head of School.

### Before School:

- All staff should arrive at work and be in the classroom environment for 8.30 a.m.
- All staff are responsible for helping to set up activities/lessons.
- All staff to be in classrooms or on door duty at 8.45am when the children start to come into school.

### Playtime/Lunchtime:

- If it is your playground duty, you need to be out on the playground promptly to supervise play equipment and the children **and interacting with them**.
- No children should be in school unsupervised during playtime or lunchtime.
- All teaching staff need to be on the playground before the bell has gone to collect the children at the end of the lunch break and/or play time.

### At the end of the day:

- Staff should be available for parents / carers to speak to.

### Meetings:

- HLTAs and teaching staff are expected to attend staff meetings.
- Teaching Assistants are *strongly encouraged* to attend staff meetings (Wednesday 3:30 – 4:30pm) in order to have a full understanding of the workings of the school.
- If staff are unable to attend meetings, it is the responsibility of staff member to make enquiries about the subject matter of the meeting.
- **All staff** are required at the Monday morning briefing at 8:30am

### Registers/Money collection/Visits:

- All school based registers must be completed promptly and accurately.
- Attendance and dinner registers need to be completed carefully and accurately and returned to the school office promptly.
- Any money from children brought into school should not be left in the classroom.
- Any money that is brought into school needs to be in an envelope with the date, child's name/teacher written on the front.
- All money should be then sent into the school office as soon as possible.
- Consult the Education Visits Coordinator (EVC) (Mrs B Bible) and or the Head of School before arranging any visits. Ensure risk assessments are completed 2 weeks prior to a visit.
- Inform the Assistant Head / Head of School before leaving the premises during school time.
- All visits out of school [and visitors coming into school] need to be written into the school diary as soon as they are confirmed.
- All staff must sign in and out of school.
- No registers should be left unattended in and around school (GDPR)