

# Staff Code of Conduct

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## 1. Aims, Scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff and volunteers to follow within Fioretti Trust.

By creating this policy, we aim to ensure our trust is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

Staff have an influential position in our schools and trust as a whole and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all central staff, support staff and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect all our staff to act in accordance with Fioretti Trust's core values:

**Aspiration**: We improve the life-chances of young people and enable all to aspire to be their

best self. Together, we see the potential in others and set high expectations.

Wisdom: We make wise choices to positively impact upon our communities. Together, we

build on the ability to use knowledge and experience to make good decisions and

judgments for all to flourish.

**Compassion**: We treat each other with kindness. Together, we nurture positive relationships,

ensuring that people feel valued and that they belong to our Trust family.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media. It should also include the low-level concerns policy which clearly outlines processes that have been put in place to protect the pupils from potential abuse in school from staff or volunteers.

This policy also complies with our funding agreement and articles of association.

## 3. General obligations

All employees in the school are expected to behave professionally.

All employees are expected to comply with the law as it applies to their work in the school, particularly in matters such as health and safety, safeguarding of children, and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Trust Board.

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality;
- Never use inappropriate or offensive language in school;
- Treat pupils and others with dignity and respect;
- Show tolerance and respect for the rights of others;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Not express personal beliefs in a way that will exploit pupils' vulnerability or might lead them to break the law;
- Understand the statutory frameworks they must act within;
- Adhere to the Teachers' Standards and the standards of any professional bodies that staff are members of:
- Not ignore unacceptable behaviour / language presented by others (children or adults) and will always enforce the school's Child Protection and Safeguarding behaviour/anti-bullying policies and this policy at all times; and
- Not attend work whilst under the influence of alcohol or any other substance which may affect their ability to care for children. If a practitioner is taking medication which may affect their ability to care for children, they should seek medical advice. Practitioners must only work directly with children if the medical advice received confirms that the medication is unlikely to impair that person's ability to look after children properly. All medication on the premises must be stored securely, and out of reach of children, at all times.

## 4. Safeguarding

Fioretti Safeguarding statement:

Safeguarding is an integral part of our life within the Fioretti Trust and each individual school. Safeguarding is everyone's responsibility and all staff receive a programme of training throughout each year to help them to recognise abuse and to promote the safety and welfare of our children. All staff, Trustees and Governors are asked to read and sign to say that they understand the Fioretti Safeguarding Policy and the most recent version of Keeping Children Safe in Education (KCSIE) document on a yearly basis. Update training is provided termly to ensure the safety of our children remains at the forefront of our minds.

It is important for children to feel safe. Through our day-to-day practices, curriculum and the use of specialist organisations such as the NSPCC, we empower our children by teaching them how to recognise abuse, stay safe on and offline and to use their voices to speak out. Children are encouraged to talk to a trusted adult if they are worried about anything and posters are located throughout each school showing who a trusted adult is. There is a team of dedicated Designated Safeguarding Lead's and Deputy DSL's in each school who are always available to

offer support and keep our children safe. In addition, there is a Head of Safeguarding that oversees the processes and operations in each school and ensures consistency and collaboration to keep the children /families in our trust safe. At each of our schools, we have a pastoral care team where children can go if they are feeling worried about something and need some emotional support.

At times, we may need to share information, get advice or work in partnership with other agencies if we are concerned about a child's welfare. We believe it is always better to be transparent with all parties at these times and work together to achieve the best outcomes. There may be times when you need extra help and support. If this is the case, please come and talk to us. There are many ways in which we can help.

4.1 Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

School based staff will familiarise themselves with KCSiE 2024 as appropriate to their role and the relevant school's child protection and safeguarding policy and procedures, and the Prevent initiative, and the Fioretti Whistleblowing policy and this policy to ensure they are aware of the processes to follow if they have concerns about a child's well-being.

Central team staff will familiarise themselves with KCSiE as appropriate to their role and the Fioretti model child protection and safeguarding policy and the Prevent initiative, and the Fioretti Whistleblowing policy and ensure they are aware of the processes to follow if they have concerns about a child.

All policies are available on the Fioretti website. New staff will be given access to copies as part of their induction.

#### 4.2 Low-level concerns about members of staff or volunteers

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children;
- Having favourites;
- Taking photographs or videos of children on a personal device;
- Engaging in one-to-one activities where they can't easily be seen;
- · Using inappropriate language; and
- Humiliating pupils

The list above is a guide not a definitive list.

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have with the Headteacher or DSL if the Headteacher is not available.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policies. These are available on the schools' websites.

#### 4.3 Low-level concerns about supply staff or contractors

If any staff members have any low-level concerns about supply staff or contractors, they should act in exactly the same manner as they would if it was a concern about a member of staff or a volunteer. (see 4.2) Low-level concerns which are shared about supply staff and contractors should be notified to their employers, by the Headteacher, so that any potential patterns of inappropriate behaviour can be identified.

## 5. Staff-pupil relationships

- 5.1 Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- 5.2 This includes the way in which staff and volunteers speak to pupils. A positive, respectful, and encouraging tone should be used at all times. Where it is necessary to challenge inappropriate behaviour or to get pupils' attention, it is reasonable for staff and volunteers to raise their voices and/or use an authoritative tone. However, it is not appropriate for employees/volunteers to shout at pupils habitually or speak to them disrespectfully. Employees/volunteers should never set out to cause a pupil to feel frightened, ashamed, or humiliated. Admonishments should focus on behaviour rather than the pupil's personality or character and targets for desired behaviour should be described by the member of staff or volunteer.
- 5.3 All staff and volunteers need to recognise that it is not uncommon for a child or young person to be strongly attracted to an adult who works with them and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Any member of staff or volunteer who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a child or young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Headteacher/CEO. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

The Headteacher (or CEO) will give careful thought to those circumstances where the staff member/volunteer, child or young person and their parents/carers should be spoken to and will ensure an action plan to manage the situation is put in place. This plan will respond sensitively to the child and staff member/volunteer and maintain the

dignity of all. This plan will involve all parties, be robust and regularly monitored and reviewed. Copies of signed forms will be maintained in the staff personnel files.

- 5.4 If staff members and pupils must spend time together on a one-to-one basis, staff will ensure that:
  - This takes place in a public place that others can access;
  - Others can see into the room/ door is left open; and
  - A colleague or line manager knows this is taking place.
  - Appropriate risk assessments are in place
- 5.5 Staff should avoid contact with pupils outside of school hours if possible. However, it is acknowledged that staff and volunteers may have genuine friendships and social contact with parents/carers of pupils, independent of the professional relationship, such as when a parent and teacher are part of the same family/personal network or social/recreational circle. Those circumstances will usually be easily recognised, openly acknowledged, and should be explicitly declared in writing by staff/volunteers to the Headteacher/CEO using the form in appendix 1.
- 5.6 Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- 5.7 If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff or volunteer should exercise their professional judgement in making a response and should follow the guidance outlined in 5.5 of this policy.
- 5.8 While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils should only be given as part of an agreed reward system or with the knowledge and agreement of the Headteacher.
- 5.9 If a staff member or volunteer is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported to the Headteacher or DSL if Headteacher is unavailable, this is in line with the procedures set out in our child protection and safeguarding policy. If the concern is about the Headteacher the concern should be raised with the CEO.
- 5.10 Inform senior management of any requests or arrangements where parents wish to use your services outside of the workplace e.g.tutoring

## 6. Physical contact

6.1 Staff and volunteers should only touch children in ways which are necessary and appropriate to their professional or agreed role and responsibilities and in relation to the pupil's individual needs and any agreed care plan.

- 6.2 Staff and volunteers should use their professional judgement to comfort or reassure a child for example after a fall, separation from a parent etc. in an age-appropriate way whilst maintaining clear professional boundaries.
- 6.3 Staff and volunteers should recognise that not all children feel comfortable about physical contact and, wherever possible, adults should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed.
- 6.4 Staff and volunteers should listen, observe and take note of the child's reaction or feelings and so far, as is possible, use a level of contact and/or form of communication which is acceptable to the pupil.
- 6.5 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child.
- 6.6 Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to the individual child.
- 6.7 Staff and volunteers should, therefore, always use their professional judgement.
- 6.8 Staff and volunteers should read and fully adhere to the school's intimate care policy and any care plan and risk assessment put in place when supporting pupils with special educational needs or disabilities.
- 6.9 Staff and volunteers should read and fully adhere to the following policies and procedures where physical contact with pupils may be unavoidable:
  - Supporting pupils with medical conditions;
  - Health and safety including First aid; and
  - Educational visits.
- 6.10 Staff must only use control and physical intervention as a last resort when other behaviour management strategies have failed. In all cases where physical intervention occurs the incident and subsequent actions should be documented and reported on CPOMS which allows for incidents to be tracked and monitored by senior leaders. This should include written and signed accounts of all those involved, including the pupil. Checks where possible for injuries sustained should be made and recorded. The parents/carers should be informed on the same day

### 7. Communication and social media

7.1 Only use equipment, e.g. mobile phones, and internet services provided by the school/ Trust to communicate with pupils and their parents/carers, making sure that parents/carers have given permission for this form of communication to be used.

- 7.2 Only communicate with pupils and their parents using email, telephone, or social networking for professional purposes and by use of school accounts and school owned ICT equipment. Emails should only be sent to the pupil's school Email address.
- 7.3 School staff's personal social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.
- 7.4 Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
- 7.5 Staff will ensure that they do not post any images online that identify children who are pupils at the school without written consent from the parent or the child themselves if old enough to give valid consent.
- 7.6 The Trusts preferred use of communication to staff is through Microsoft Office, email and Teams. We actively discourage the use of WhatsApp for staff group messaging.

## 8. Acceptable use of technology

- 8.1 Staff will not use technology in school to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.
- 8.2 Staff should adhere to the mobile phone policy.
- 8.3 Any images taken on Fioretti equipment will only be retained where there is a clear and agreed purpose for doing so, consent is in place and will only be stored securely on Fioretti devices.
- 8.4 We have the right to monitor emails and internet use on the school IT system.
- 8.5 All staff are expected to read, sign, and follow the ICT and internet acceptable use policy.
- 8.6 Use of AI. Please refer to the AI guidance provided by Fioretti Trust (available on the Trust website).

## 9. Confidentiality

- 9.1 In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.
  - This information should never be:
  - Disclosed to anyone unless required by law or with consent from the relevant party or parties;
  - Used to humiliate, embarrass or blackmail others; or

• Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy

## 10. Honesty and integrity

- 10.0 Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.
- 10.1 Staff will not accept bribes. Details on the Trust's policy and approach to Gifts and Hospitality can be found in the Conflict-of-Interest Policy. The CFO will review the register termly for items over £250 in value. Staff will ensure that all information given to the school is correct. This should include:
  - Background information (including any past or current investigations/cautions related to conduct outside of school);
  - Qualifications;
  - and Professional experience.
- 10.2 Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

#### 11. Dress code

11.1 There is a general expectation that dress will be appropriate to the nature of the duties and responsibilities of the job and to any health and safety considerations.

Fioretti Trust values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress preferences with sensitivity ensuring that employees are free to observe them, subject to the needs of pupils' education.

- 11.2 Staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold Fioretti's expectations for the children.
- 11.3 Those who dress or appear in a manner which does not adhere to this code may find themselves in discussion with senior leaders which may lead to disciplinary.
  - No jeans or denim to be worn (unless it is an Inset day).
  - PE/swimming lessons: Sports clothing and trainers to be worn.
  - Shoes: Shoes need to be safe, secure and appropriate to the activity (no flip flop).
  - Underwear should not be visible (no spaghetti straps/no midriff showing).
  - No clothing with offensive or political slogans

## 12. Identity badges

12.1 The Fioretti Lanyard and identify badge should be worn at all times when in school or when representing the Trust.

### 13. Conduct outside of work

13.1 Staff will not act in a way that would bring the trust, the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school, Trust and those connected with the organisation on social media.

## 14. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed and will be approved by the board of trustees.

The board of trustees will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns via reports from the CEO.

## 15. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct
- Staff grievance procedures
- Child protection and safeguarding
- Conflict of interest
- Online safety
- Acceptable use of IT
- Whistleblowing policy
- Intimate care
- Home visits
- Educational visits policy
- Supporting pupils with medical conditions
- Health and Safety
- First aid

#### **End of policy**

## Appendix 1 – Relationships with pupils outside of work declaration

Pupil's Name	Relationship		
I can confirm that I am fully aware of the code of conduct relating to contact our of school with students in line with this policy.			
I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.			
Signed:			
Date			

Please return to the Headteacher / CEO

## Appendix 2 – General guidance on conduct

#### When we speak to others we will:

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice, to explain something to or instruct the children, so that they can
  follow our words without feeling threatened or uncomfortable. We only raise our voice
  and/or use an authoritative tone where it is necessary to challenge inappropriate behaviour
  or to get pupils' attention.
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem; and
- always speak respectfully to other adults, even if we disagree with them.

#### As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to
  effective communication and collaboration. We all have a duty to take active steps to divert
  conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- work within the school's and Fioretti's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- treat everyone with respect.
- dress appropriately, setting a good example for the children and showing we are here to work; and
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- challenge behaviours and language which constitute sexual harassment or are racist or homophobic Be a good listener
- refer any concerns about the behaviour of members of staff, volunteers or other adults working in school to the Headteacher

#### **Professional Responsibilities:**

- When using any form of IT, including the Internet, in school/work and outside school/work. For your own protection we advise that you:
- Ensure all electronic communication with students, parents, carers, staff, and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound, or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business.
- Do not disclose any passwords and ensure that personal information is kept secure and used appropriately.
- Only take images of pupils and/or staff for professional purposes, in accordance with Fioretti Trust's policy and with the knowledge of SLT.

- Do not browse, download, upload or distribute any material that could be considered offensive, illegal, or discriminatory.
- Ensure that your online activity, both in and outside of school, will not bring the school or professional role into disrepute.
- You have a duty to report any online safety incident which may impact on you, your professionalism, or the school

#### Appendix 3 - Teacher's Standards: (see Teachers' standards: overview)



## **Teachers' Standards**

#### PREAMBLE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

#### PART ONE: TEACHING

#### A teacher must

#### 1 Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

#### 2 Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

#### 3 Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

#### 4 Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
   set homework and plan other out-of-class activities to consolidate
- set nomework and plan other out-or-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

#### 5 Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

#### 6 Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

## 7 Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

#### 8 Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

#### PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

The Teachers' Standards can be found on the GOV.UK website: https://www.gov.uk/government/publications/teachers-standards

## **Appendix 4 - Headteacher's Standards**

(see Headteachers' standards 2020 - GOV.UK)



## Appendix 5 – Nolan Principles

The Seven Principles of Public Life - GOV.UK