

(01/09/2014)

# Castle school

## Professional Conduct & Requirements of Staff

The overriding ethos at Castle School is to always put pupils first. The pupils are at the core of our business and one of the defining features of the school is having a staff team who are all prepared to go the extra mile and do what it takes in order to give all pupils the best possible educational experience.

Part of achieving this goal is by all staff acting in the most professional way at all times and being excellent role models for students.

The following document highlights some key areas where we can all work together to set and achieve high standards and model the standards that we expect from pupils. It also details several essential requirements for the professional running of the school.

### Start & End of the Day

The teaching day runs from 9.00am – 3.30pm

All staff are therefore asked to be ready for pupils by 8.45 in the morning and also to be available until 3.45 at the end of the day.

As the school is officially open from 8.00am until 5.00pm the designated early staff must be in place by 7.55am (If you are going to be late for any reason please ring a member of the SMT as soon as possible so they can arrange cover)

At the end of the day (5.00pm) the designated late duty staff member can only leave the site once all pupils have been collected.

### Duty

All staff will be required to do playground / lunchtime duty to some extent.

On duty days please finish your lesson promptly so that you are outside before the other classes are released.

Whilst on duty be vigilant at all times and if required patrol the other school areas not just the playground.

(If you cannot attend a duty please inform a member of the SMT to arrange cover)

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### Parents Evenings

All teaching staff are required to attend the necessary parents evenings. For part time and occasional staff this may mean coming in to school on days you would not otherwise be working.

### Revision opportunities

All staff are required to provide appropriate revision opportunities, for pupils. These would usually be regular after school sessions or full days during holidays (Christmas / Easter / Whitsun) and are essential for pupils to maximise their chances during GCSE examinations.

### School Events

Castle School prides itself on running an extensive variety of extra curricular opportunities for pupils to experience. These range from local days out to foreign expeditions and in order to make this possible we request that staff attend / supervise wherever and whenever they feel they are able. If you would like to volunteer to help with or run a specific trip or activity then please see HH to express your interest.

### Behaviour and Discipline

To provide a consistent approach to discipline throughout the school all staff are required to read and closely follow the schools behaviour & sanctions policy.

### One to one lessons for pupils

An important aspect of teaching at Castle School is the regular one to one sessions that pupils receive. This is vital to their progression but if you are delivering a one to one session then please follow these basic rules. If possible deliver sessions in an "open" area e.g. outside the science room. If this is not possible then always leave doors etc. open.

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#### Dress Code

Please dress appropriately but smartly at all times and wherever possible model the high standards that we expect of our pupils.

#### Time Off for Appointments

Wherever possible please try to organise meetings and appointments in school holidays or outside school hours. If you do need to take time off for an appointment then see HH for the necessary forms.

#### Mobile Phones

The school has a strict mobile phone policy for students. Please help to enforce this by keeping the use of your own mobile phone to a minimum and only use it out of sight of pupils.

#### Social networks

In order to protect both yourself and the school please ensure that when using social media sites all security settings are set to maximum so that your profile cannot be viewed by pupils. You must also never accept pupils as friends or contact any pupil using social media. For further advice refer to the relevant policy documents.

#### Showing videos and clips

The use of videos and clips during lessons is always encouraged when it adds something to the lesson. Please ensure however that you watch it first and remember that we have a high number of sensitive pupils and also pupils who are in classes several years above their chronological age. Please do not show any videos that do not have a direct educational value. (If in doubt ask first)

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### Driving

In order to keep offering the range of trips, activities and afterschool sessions that we currently do staff are occasionally required to drive pupils on the minibus, in the Espace and sometimes in their own cars. All staff are fully covered by the schools insurance policy (copies available on request) whilst doing any of this and we ensure that pupils are not transported with a staff member alone unless by special arrangement. Please see a member of SMT for further clarification on any of these points.

### Staff Concerns

If you have any concerns whatsoever about any part of the job or aspect of life at Castle School please see a member of the SMT immediately to discuss them in confidence. Our staff are our biggest asset and it is vital that we all work together to make Castle School the best it can be.