

## Rules / Teachers Code of Conduct 2019-2020

**In their respective roles, teachers exercise powers that have a significant impact on the lives of children and young people and consequently there is a community expectation that these powers will be properly and prudently used.**

**What teachers know and do has a profound effect on the nature and quality of student learning.**

**Good teachers are even more important in a society that is continually changing and developing, and in which there is increasing emphasis on the creation of knowledge and sharing of information.**

### **This code of conduct serves to:**

- Ensure that teachers follow their required duties to the highest level
- Ensure minimal problems for students in classroom and outside
- Ensure that the school abides by national and global educational and care standards, and strives to exceed them
- Provide students with the highest level of care and learning to allow them to reach their full potential
- Manage behaviour effectively to ensure a good and safe learning environment
- Set high expectations which inspire, motivate and challenge pupils
- Protects teachers and educators within the school

### **General Code of Professional Practice:**

- Act in a manner which promotes confidence in the integrity of the public service and the profession
- Exercise reasonable care and skill
- Treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations
- Protect students from harm
- Be committed to students and their learning
- Organise learning to take account of the diverse social, cultural and special learning needs of their students
- Work in partnership with parents and carers
- Act against any form of harassment or unlawful discrimination

### **Teacher's Work Requirements:**

- **Student's reports are incremental** as they will be provided to the student with their end of year certificates, these must be updated as regularly as possible
- **The teachers register is compulsory to fill at each lesson** - should you need any assistance in filling in the register, the branch administrator will be able to train or help you. Teachers can do this online should they wish to do so, must request to do so from administrator, this is on a shared folder for SLT to view at their own discretion.
- Teachers must be up to date on **Znaniye's procedures**, these include:
  - Health and Safety
  - GDPR
  - Safeguarding
  - Disability + Equality
  - Access Plan
- Teachers are expected to renew their DBS checks themselves, Znaniye requires you to renew your DBS check at least every two years
- Homework **MUST** be sent to students on the day of classes, homework must not be sent in the days following lessons. Students are given the full week to complete the work
- Teachers must make the branch administrator or a member of the SLT (Senior Leadership Team) aware of any and all conflict in the classrooms, student behaviour issues and how they dealt with them. If a teacher is unsure of how to manage a situation they must involve a member of the SLT prior to making a decision, however it is the duty of the teacher to strive for a happy, cooperative and respectful classroom where such situations are unlikely to arise.
- Teachers must arrive 15 minutes minimum before class start time, and be ready to teach as soon as school officially starts
- Teachers are to arrive to class with a happy, enthusiastic and welcoming attitude



- Teachers are to closely monitor the students progress and notify parents if they feel there is an exterior issue limiting the student in their learning i.e health concerns etc. Teachers must handle such situations very delicately and with the highest level of decorum and respect
- Should a student or parent raise a concern with the teacher they must report this back to the administrator and/or a SLT member. Teachers are expected to handle all concerns about a child's learning, whether they deem it to be minor or major, with the same level of professionalism
- Teachers must have their lessons pre-planned and have a direct plan for student development, ensuring students learn what is required of them in their time at the school
- It is the teachers responsibility to ensure the curriculum is learnt in full at all ages, but especially with exam students. Exam level teachers are required to ensure that students are receiving all the necessary teacher support, revision materials, and updates regarding exam, they must aim to have all students calm and ready to sit the exams at the best of their ability
- Teachers must advise the administrator of any student absences the day of class
- There is to be no more than 6 students per class, unless in the case of an extreme emergency of teacher absence where the administrator may be required to merge classes

### Out of the classroom:

- Should a teacher require anything from the SLT at the Head Office, or from your branch administrator, it **MUST** be requested a minimum of 1 week before the lesson it is required for. Be that our books, certificates etc - the team will not accommodate requests the day of.
- Teachers are expected to respect Znaniye and our reputation outside of the school
- In no circumstance are teachers allowed to meet with Znaniye students out side of the classroom, whether is be during term time or not
- Teachers **MUST NOT** congregate together at lunch times or break times. Znaniye is a supplementary school and we do not have the luxury of additional staff or time to accommodate teachers having group tea breaks or leaving the building for lunch. Teachers are expected to stay with or around their own students at lunch/breaks.
- Teachers are strongly advised to attend all training sessions provided or recommended by Znaniye to stay as up to date as possible

### Private Tutoring:

- Any and all private tuition of a student enrolled at Znaniye **MUST** be organised and processed through the school. In no circumstances may a teacher offer themselves as an out of school private tutor to any student, parent or family introduced to them via Znaniye School. Failure to notify Znaniye of any requests for additional tutoring can result in contract termination. Any teaching material that belongs to, or has been devised by Znaniye must only be used in our classes, or at tuition authorised and provided by us.

Failure to complete teacher requirements such as teachers registers and students reports can result in delayed payments to teachers. These two documents are non negotiable aspects of the teachers job at Znaniye along with the actual teaching.

Znaniye reserves the right to spot check any teach and their registers, reports and lesson plans at any time without warning.

TEACHER FULL NAME: \_\_\_\_\_

BRANCH: \_\_\_\_\_

DATE: \_\_\_\_\_

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