



NON- NEGOTIABLES

PROFESSIONAL CONDUCT.

(This document applies to every person working within our school).

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 at all times, to explain something or to instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- ✓ Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- ✓ Speak respectfully to other adults at all times, 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. Look for solutions not obstacles. **We all have a duty to take active steps to divert conversations away from this if we come across it.**
 - ✓ Maintain confidentiality about anything we see or hear in 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 policies and practices so that what we do is consistent with what has been agreed between all members of the staff and governors.
 - ✓ Treat everyone with respect, irrespective of job role or title. There is no hierarchy. Every job is someone's job, not someone else's.
 - ✓ Dress appropriately so that we set a good example for the children and show that we are here to work.
 - ✓ Behave in a positive way despite any personal problems that we may have, especially in front of the children.

CLASSROOMS.

- ✓ Learning objectives are displayed / shared with children.
- ✓ Children know what they must accomplish in order to achieve success in a lesson.
- ✓ Marking is supportive and developmental and clearly and consistently follows Effective Marking procedures and school marking policy.
- ✓ Children are given time to respond to marked work.
- ✓ Teachers and TA's should be proactive during all lessons, working with or supporting individuals or groups, not working on computers, planning or marking books.
- ✓ There should be evidence of live marking in all lessons with the teacher working with the lowest 20%.
- ✓ Staff should ensure that they monitor the classroom, offering support where needed.
- ✓ All classrooms should have prompts and scaffolding to support learning.
- ✓ All teachers' desks and classroom surfaces should be tidy and free from clutter.
- ✓ The following resources should be readily available, and kept tidy, in all classrooms,
 - Writing pens / pencils
 - Colored pencils
 - Rulers
 - Glue sticks
 - Scissors
 - Small whiteboards, pens and rubbers.
- ✓ Teacher's planning should be on the staff drive each week.
- ✓ Children's books should be in school each day.
- ✓ Teachers and TA's need to discuss the learning activities planned for the upcoming week (1 hour of which is given from teacher's directed time budget), ensuring that all staff are aware of their activities for the following week.
- ✓ Children can never be left unsupervised in classroom areas.
- ✓ Greet parents / carers with a smile and always have something positive to say e.g. Open evenings - concentrate on what children have achieved , then set out targets for development.
- ✓ Behaviour policy must be followed at all times and recognition boards used for praise.

- ✓ Classrooms must be kept tidy to be a clear and welcoming learning environment.
- ✓ Classrooms must be ready for learning to start e.g. books on tables etc
- ✓ Lesson designs need to be used when planning all lessons to make sure that all elements are included.

OFFICE STAFF.

SCHOOL OFFICE STAFF ARE THE FIRST POINT OF CONTACT WITH ANY VISITOR/S TO SCHOOL. THEY CREATE THE FIRST IMPRESSIONS OF THE ESTABLISHMENT.

- ✓ The school office must be manned at all times.
- ✓ All visitors should be greeted at the office window, not from behind a desk.
- ✓ Phones should be answered by the 3rd ring.
- ✓ Desks and surfaces should be kept tidy and free from clutter.
- ✓ Confidential information needs to be stored securely when not in use.
- ✓ Phone calls and visits to classrooms during lesson times can only be made in extreme circumstances e.g. change of child collection plans, all other messages to be kept until playtimes or lunchtimes.