info@rt-education.com
Tel: 01992 535770

CANDIDATE CODE OF CONDUCT

As a Supply Teacher or Teaching Assistant representing RT Education, we ask you to maintain high standards of professional conduct at all times and adhere to the following **Code of Conduct**:

- **Allow enough travel time:** Arrive for work at the agreed time and allow enough time to be properly briefed on your timetable and prepared for the day
- **Attendance & timekeeping:** Inform us (and the school) as soon as possible (ideally by 7am) if you can't attend your shift or are likely to arrive late
- **Proof of identity:** Keep a copy of your photographic ID (e.g. your Passport and/or Driving Licence) and most recent DBS certificate with you at all times
- **Understanding School Policies:** Familiarise yourself with all relevant school policies and procedures and uphold them at all times. This includes Safeguarding and Health & Safety policies
- **Dress code:** Ensure that you're dressed professionally, safely and appropriately at all times
- **Conduct:** Treat all children and colleagues with respect, providing an example of good conduct that you wish others to follow
- **Respect:** Demonstrate a commitment and respect to equality and diversity at all times
- **Preparation:** Have a lesson plan and/or activities prepared that are appropriate to the age and ability of the students you're teaching or working with
- **Professional attitude & conduct:** Maximise your professional input whilst at work, avoiding any time-wasting. Avoid any disrespect or insubordination to colleagues and never refuse reasonable professional requests
- **Safeguarding:** Report to your Line Manager (at the school) any behaviour of another adult or student that gives you cause for concern or breaches the school's safeguarding policies
- **Productivity & student behaviour:** Maintain a productive working environment at all times by using rewards, sanctions and other classroom management techniques
- **Professional boundaries:** Ensure that professional boundaries are maintained with students and colleagues at all times. This includes not sharing any personal information or your mobile phone number, email address(es) or details of social media accounts and the sending or replying to any personal texts, emails or social media messages
- **Use of language:** You should use only professional and age-appropriate vocabulary and tone of voice at all times. This includes any communication that might be interpreted as intimidatory, undermining, bullying, humiliating and/or coercive
- **Physical contact:** Keep any physical contact required with students to a minimum and avoid any physical contact that might be misconstrued or considered indecent or harmful. Where physical contact is required, always ensure that this is within the sight of others and appropriate to the student's age, gender, stage of development, ethnicity and background

- **Reporting inappropriate behaviour:** Should you witness unacceptable behaviour by another member of staff please bring this to the immediate attention of your Line Manager (at the school)

- **Sensitivity:** Recognise that caution is required if or when you're discussing sensitive issues with students. We advise that you seek guidance from a senior member of teaching staff in these situations

- **Personal privacy:** If a student requires assistance with intimate care (e.g. help with the toilet) please ensure that another appropriate adult is either present or aware of the task to be undertaken

- **Classroom environment:** Leave all classrooms and resources that you use in a clean and tidy state

- **Handovers:** Where relevant, provide feedback for the member of staff whose role you have covered, specifying all work completed and any issues that have arisen

- **GDPR:** No confidential information or data obtained whilst at work, particularly about a child, should ever be disclosed without good reason such as for safeguarding purposes

- **Mobile phones:** Do not use or handle your mobile phone whilst at work unless on breaks. Please ensure that it's either switched off or set to 'silent' at all times and stored away (e.g. not visible to students or colleagues)

- **Social media & e-safety:** Avoid conversations on social media that make reference to children, parents or colleagues or are derogatory about the school. Don't make statements or post images on social media that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute

- **IT & the internet:** Any school IT equipment and/or internet connections are to be used solely for professional purposes and not to be used for personal reasons at any time

- **Concerns & feedback:** Should you have any issues, queries or concerns about your placement, please ensure that you contact your Recruitment Consultant at RT Education to discuss and address them. Such issues should not be discussed with other staff at the school.