



## Protocol for Trainee and Class Teachers

### Expectations relating to professional conduct

The areas covered in this section will include guidance on appropriate ways to behave when attending lectures, interacting with pupils, building relationships with staff, communicating with parents, dress codes and appropriate language, and attending school-based CPD as well expectations of their general role as a trainee teacher. This should be read in conjunction with the Trainee Code of Conduct and signed to indicate that you have read and understood the information laid out in these documents.

### Southend SCITT expects all trainee teachers to:

- Be professional in their conduct and dress
- Be punctual and regular in their attendance
- Show a commitment to teaching
- Be proactive in the development and administration of their own programme
- Work alongside experienced teachers to prepare, deliver and evaluate effective lessons
- Be prepared to reflect on their own practice and to identify development needs
- To take an active part in the assessment of their progress against the standards for QTS.
- Attend tutor, departmental, faculty, staff meetings and staff briefings.
- Attend all assemblies to which their tutor group is present

Within the classroom we expect trainees to be 'trainee as teacher'. However, the school needs to be confident that students are safe and progressing well under the guidance of the trainee and as such the following protocol should be observed.

The class teacher remains responsible for the students.

### 1. Lesson preparation

1:1 Trainees' lessons must be prepared in consultation with the class teacher including appropriate extension and homework.

1:2 The trainees should show the teacher all lesson plans at least 3 days in advance of the lesson so that any adjustments can be made.

1:3 In case of absence the trainee must provide cover work in liaison with the designated teacher.

### 2. In the Classroom



2:1 The class teacher should be present in the classroom to observe the trainee during all timetabled lessons for at least the first two months of teaching. Unless a science / technology lesson when the teacher should be in the classroom (or similar health and safety trained adult) for the duration of the training.

2:2 The trainee should only be left alone after consultation with the ITT coordinator and then the class teacher should continue to observe at least weekly, plus pop-ins.

2:3 If the designated teacher is away cover supervision will be put into the classroom with the trainee, unless agreed otherwise with the ITT coordinator.

2:4 The class teacher must be confident that ALL students are progressing

2:5 The class teacher must be confident that appropriate homework is set and checked.

### **3. Assessment**

3:1 Assessment is the responsibility of the class teacher and the trainee. The class teacher must ensure that appropriate formative and summative assessment is taking place and recorded.

3:2 The class teacher must be confident that marking is of the correct standard.

3:3 The class teacher needs to ensure that termly assessments and reports are completed on time, in collaboration with the trainee.

3:4 The class teacher must have access to the trainee's record of marking at all times.

### **4. Pastoral**

4:1 Trainees should attend all registration periods with the designated tutor of the form they have been attached to, and can support the tutor in form activities including diary signing, assembly preparation and report writing. However, report writing remains the responsibility of the designated tutor.

4:2 Trainees should not contact parents or carers.

### **5. Cause for Concern**

5:1 If there are any causes for concern regarding the trainee, the trainee or the teacher (as appropriate) should inform the ITT coordinator straight away.

5:2 Any further issues should be referred to the programme manager ideally in writing, ([cgilson@shsg.org](mailto:cgilson@shsg.org)) or to the Course Director ([pbowman@shsg.org](mailto:pbowman@shsg.org)) to back up verbal comments and to provide evidence. More intensive monitoring will take place.

5:3 Should the problem continue the trainee or teacher (as appropriate) will have a formal meeting with the Course Director to either find a solution or take the matter to formal proceedings. For further



information regarding procedures the following policies and guidance should be referred to : 'A guide to supporting trainees who are experiencing difficulties,' 'Southend SCITT trainee suitability to practise policy and procedures' and 'Southend SCITT Disciplinary Policy and Procedures.'

5:4 Where difficulties continue a range of actions could be implemented (refer to the policies and procedures mentioned in 5.3)

- a) The trainee could have their timetable re-arranged
- b) The SCITT Management Team will be informed
- c) Further support will be offered
- d) The class teacher will be advised on a strategy for improvement
- e) In extreme circumstances formal proceedings will be pursued and /or as change of placement occur if relevant and appropriate to do so.

## **6. Interacting with pupils**

### **In the classroom:**

- It is important that trainees adopt the role of teacher with pupils, and do not slip into "wanting to be their friend";
- In order to establish good relationships with pupils, it is essential to hold firm boundaries in terms of expectations of behaviour and to be seen to be acting with parity in all cases;
- Under no circumstances show favouritism to any pupil;
- Do not give pupils any personal information. Under no circumstances communicate with pupils online outside of school, unless directed to do so by the class teacher (e-folio etc); Do not allow yourself to be photographed by pupils and with pupils in school.
- Ensure that pupils know the correct way to refer to class teachers and LSAs by modelling. Do not use first names in front of pupils.

### **7. Around School:**

- See above;
- Do not reciprocate any physical contact;
- If a pupil hugs you, kindly but firmly detach them;
- Familiarise yourself with and adhere to the school's First Aid policy.

### **8. Safeguarding:**



- Do not ever allow yourself to be in a situation where you are on your own with a pupil. Confidential discussions should always be carried out with another adult present or in the nearby vicinity and with the door open.
- Whenever possible avoid using restraint. Ensure you are familiar with the school's policy and if you do need to restrain a pupil record the incident immediately and report it to the appropriate member of staff in school and to the SCITT.

## 9. Building relationships with staff

### Being a guest in other people's classrooms:

- **Arrive and leave school at times that are agreed with the school and are in line with the school's expectations of the rest of the staff;**
- Remember that you are a guest in somebody else's classroom and show appropriate respect for their classroom organisation and resources;
- Do not help yourself to resources – always ask;
- Do not be over-familiar if you are placed at a school you already know;
- Knock on doors before entering classrooms;
- Remember that even if your teaching style conflicts with that of your class teacher, he/she is still a more experienced practitioner than you, and as such deserve to be shown respect;
- Give teachers appropriate notice if you want to observe a lesson (this will not be the same day), say what you are looking to observe, say if you would like a passive or active observation, and ask if you can meet them to discuss the lesson afterwards;
- Do not disturb teachers when they are in the middle of teaching;
- Leave other teacher's classrooms as you find them, and ask where you can store items if you need to;
- Make sure you return items whence you borrowed them;
- Make sure you know and adhere to agreed timetables;
- Don't expect to have things delivered immediately – give teachers plenty of notice if you need resources.
- Always give support staff / technicians / LSAs / teachers plenty of notice;

## 10. Communicating with parents/carers

- Ensure that you familiarise yourself with the school's policies and procedures on communicating with parents;



- Be aware that it is not appropriate to discuss members of staff or pupils in the staff room (make sure you know if there are parents present in the staff room);
- **Under no circumstances communicate with parents/carers unless directed to do so by your school mentor.**

### **11. Dress codes and appropriate language**

- Whenever possible, speak standard English in front of pupils
- Ensure that your dress is in line with the school's expectation for dress codes. These are likely to include some of the following:
  - No underwear showing;
  - Wherever possible, no tattoos showing;
  - Discreet nose/tongue/eyebrow/lip piercings etc (wear small or clear studs); (NB some schools will only allow ear piercings and no others)
  - No jeans;
  - No inappropriately high heels;
  - Tie long hair back (this will also prevent you from getting nits);
  - Avoid tops that reveal cleavage when bending forward.
  - Male staff to wear ties
  - No flip flops or similar such footwear

### **12. Attending school-based CPD and meetings**

#### **Your role as a member of the staff group:**

- Approach staff meetings sensitively! Remember you are there primarily to observe and ensure that any participation is done with tact and diplomacy;
- Accompany school mentor on duty if possible.

### **13. Mobile Phones**

- Whilst in the classroom trainee teachers should not use their mobile phones to make or receive calls or text messages.

### **14. Lectures**

- Lanyards must be worn at all times;
- Phones should be turned off or switched to silent;



- Ipads, tablets and laptops and internet accessing devices may only be used for note-taking and research if directed by the lecturer (unless you have express authorisation from the SCITT management). Misuse of such devices will be reported to The Course Director;
- No food is to be consumed during lectures unless you have obtained permission for medical reasons;
- You should behave with professional decorum at all times, this will include addressing lecturers and other trainees in a manner that is respectful and listening attentively during taught sessions;
- If you arrive late you should notify the lecturer and office prior to the start of the lecture whenever possible\*;
- If arriving late please ensure that you apologise to the lecturer;
- If you need to leave early you should ask permission from your lecturer or from SCITT management (this will be noted in the register);
- Persistent late arrival or early departure will accrue unauthorised absences that may prevent you from gaining QTS
- Please note that lecturers keep registers for all sessions
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#### **15. Internet**

- The Internet should be used to support the work of the SCITT
- There must be no copyright infringements.
- Trainees must not access deliberately any materials which may be considered offensive or inappropriate.
- Files downloaded from the internet must be checked for viruses before shared.
- School email is not to be used for personal use.
- Social networking sites must be used with due caution – it is not permitted to use personal social networking sites to communicate individually with pupils or post comments which could be deemed as defamatory or libellous in nature.
- Trainees are advised to make sure their social media sites are set to private and that they check their privacy settings regularly. Trainees must not ‘friend’ students or accept ‘friend’ requests from students. All communication with students should be via your school email and the students’ school emails.

Signed .....

Print name.....

Dated.....