



John Colet School

Staff Code of Conduct

Revision Schedule and Stakeholders

Revision Schedule

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Stakeholders

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Introduction

The staff of John Colet School are expected to conduct themselves with dignity, truthfulness and respect for themselves and others. As teachers they are to conduct themselves professionally and efficiently with love and discipline. In the same way each member of staff has the right to be treated reasonably, professionally and respectfully as a responsible human being.

This Code of Conduct should be read in conjunction with other School documentation including School policies. The following is extracted from the School's Discipline Policy and deals with teacher conduct:

"The child is like the refined clay of the potter.... The potter uses both his hands, one inside and the other outside. The hand inside is the hand of love, which gives support for expansion, and the hand outside is the hand of discipline, which keeps a firm control on the expansion within the required form. This will create a good character and a pleasant being"

Shantanda Saraswati, 1980

The twin themes of character building are **love** and **discipline**. Love promotes expansion and growth, and discipline is for measure - so that the child learns that there are rules which must be obeyed for his or her benefit and for the benefit of others.

The most important factor in the Discipline Policy of the School, especially in the development of self-discipline in the children, is the nature and actions of the teacher. The children should be in the company of men and women who set a good example. By means of this example the children may develop into self-confident, responsible citizens who are able to turn their hand to whatever comes their way.

Discipline is related to discipleship. Children are naturally full of faith and will readily imitate. One of the teacher's prime duties therefore is to act in a manner worthy of imitation. Their thoughts, words and actions should match.

In practice therefore the Discipline Policy of John Colet School seeks to implement the following:

1. The teachers should be disciplined and should present an example to the children worthy to be followed;
2. They should present the best available material (literature, music, art etc);
3. It should be presented in the most interesting way. If the attention flags the teacher should present new material or present himself differently;
4. Nothing should be done to the point of boredom;
5. The children should feel no pressure when any knowledge is being imparted;
6. When imparting knowledge the teachers should become like children while retaining their experience as adults.
7. Some sort of encouragement or inducement for good behaviour and work should be provided, and regular check on progress must be maintained.

Collegiality

One of the chief strengths of the school is the warmth and collegiality of the staff. This is the result of the myriad of micro interactions throughout the day which indicate the love and respect the staff have for each other, and is reflected in the friendliness and support freely

given and the patience and forbearance when these are called for. It is expected that the staff will continue to uphold and contribute to this atmosphere of supportive collegiality.

Communication

The staff are expected to communicate verbally or in writing, information, concerns and other relevant matters in a timely, clear and appropriate fashion to children, colleagues and other members of the school community.

Dress

The children are required to wear a uniform and present themselves neatly and in a pleasant way. Similarly the staff are to wear clothing which reflects dignity and professionalism. Men are generally expected to wear a suit or a coat and tie and ladies to dress modestly wearing a medium length dress or skirt, with exceptions for physical activities such as sport, cooking and outdoor pursuits.

Moral Conduct

The School does not seek to lay down requirements for staff members' conduct outside school. This is neither appropriate nor possible. However, it is an important aspect of the School's philosophy and ethos that moral and ethical principles are only of use when put into practice. It is therefore expected that members of staff will use their best endeavors to live up to the high standards as set out in scripture and other works of the wise through the ages,.

Having said this it is understood that none of us is perfect and a useful first response to any who falls short is understanding and forgiveness and compassion. It is the intent and the effort rather than the result which is asked for.

If a teacher's behavior departs seriously from basic standards of moral conduct, such as those embodied in the Ten Commandments, then this may be a basis for that teacher no longer being considered a fit and proper person to remain on staff.

Punctuality & Preparedness

Just as the school runs to a timetable, and as the success of most school events depends on everyone adhering to these timetables, the staff are expected to be punctual themselves and to inculcate such habits in the children. It is expected that staff members will attend to their various duties in an efficient, professional manner and be well prepared for classes, meetings and other events.

Speech

The children are required to guard their speech with particular emphasis on no swearing and on speaking respectfully to each other and to adults. Similarly the staff are to speak respectfully and appropriately to children even if admonishing them, and to speak in a similarly respectful and appropriate way to each other and to other members of the school community. Staff are expected to admonish children who depart from standards as set out in the School's policies and guidelines and this may include raising their voice.

Gap Students

All of the above matters of conduct apply to those student teachers who come for any period of time to work at the School. In addition where the gap student has been accommodated

with a family their behaviour at that accommodation should be exemplary. In particular they agree to come under and abide by the directions of the responsible adults in that home and they will be proactive in contributing around the house. The expectation is that they will conduct themselves with courtesy and such behaviour as will reflect creditably on themselves and their families.