

Expectations and guidance

We aim to foster a climate of professionalism through which each staff member can develop their skills and talents. Newly Qualified teachers can complete their first year of teaching successfully, Student teachers can develop and demonstrate the standards required for achievement of Qualified Teacher Status whilst more experienced colleagues can prosper and support children and other staff. The expectations/guidelines that follow are in no particular order of priority and will be applicable to all members of staff and trainees:

- Adults in school are expected to behave professionally. They should demonstrate a commitment to, and understanding of, the demands of primary education.
- We expect everyone to plan their work thoroughly and maintain up-to-date and available planning at all times in accordance with school or University expectations.
- Newly Qualified Teachers should discuss their planning regularly with their mentors. Student teachers should share all plans with mentors.
- Staff should at all times be ready for lessons with all resources prepared at the start of each session.
- Standards and general classroom practices employed by ITT students should be maintained in accordance with those of the class teacher. An overview of these should be quickly acquired during the early stages of any teaching experience through observation of, and discussion with, the teacher tutor.
- Photocopying can be undertaken by all staff, the main photocopier is in the After School Club building.
- Medical appointments should be made outside the school day wherever possible. In cases of emergency, please talk to your mentor or to the Headteacher.
- All staff should allow for sufficient preparation and discussion time in the classroom, before and after lessons.
- Staff meetings are currently held on Wednesdays at 3.45pm. Start the week briefing for all teachers is held on Monday mornings at 8.30am in the After School Club room.
- Students should accompany their mentor on playground duties.
- NQTs and students should feel free to approach any member of staff for advice regarding subject knowledge or areas of special interest but please try to arrange a meeting in advance, don't leave it until just before your lesson!
- Our children are used to working with a variety of people and we expect them to treat all adults with respect and courtesy.
- All mentors will be suitably experienced to enable them to provide good support..
- Adults working in school will be involved with matters of confidentiality involving children, parents, teaching and support colleagues. This confidentiality must be maintained at all times.
- All staff are expected to be dressed appropriately in order to set a good example to the children. This means choosing appropriate dress for the activities of the day – Sportswear for PE lessons etc