



Akademeia High School Staff Code of Conduct

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Introduction

Akademeia High School Staff Code of Conduct was introduced to serve as a guiding compass in terms of ethical and respectful course of action that is expected of staff members. The most important aim of the AHS Staff Code of Conduct is to ensure that education and support received by the students from AHS staff members is of the highest quality. Intellectual development, safety and wellbeing of the students are recognised as a priority of Akademeia High School and should be treated as such by all staff members.

Akademeia High School Staff Code of Conduct applies to all staff members in their capacity as teachers, senior teachers, heads of departments, deputy heads or headmaster. Staff members are expected to follow the Code of Conduct during their lessons, breaks, extracurricular activities, school trips and outings or any other situation, which involves interaction with other members of AHS community.

For the purposes of AHS Staff Code of Conduct:

- **Staff** means all those working for or on behalf of Akademeia.
- **Parent** means birth parents and other adults who are in a parenting role.
- **Student** means all children and young adults enrolled to the school, including summer schools and other supplementary programmes or in the process of recruitment to AHS.

Akademeia High School Staff Code of Conduct was agreed with senior management of Akademeia High School takes account international best practice, UK government publications: *Teachers' Standards. Guidance for school leaders, school staff and governing bodies* (2013) and local legislation: *Kodeks Etyki Nauczycieli i Pracowników Niepedagogicznych* (2019).

Professional values

Teachers should recognise the importance of their role in building the community of Akademeia High School. Teachers' professional practice is vital in providing the highest level of education and should therefore follow principles fundamental to the AHS:

1. **Integrity** – teachers are expected to act with honesty and integrity in all aspects of their work. They should avoid conflict between work and personal interests which could negatively affect students.
2. **Confidentiality** – information obtained in the course of professional work should be used for professional purposes only. Student's progress should be discussed only with parties involved: student, parent, mentor, Wellbeing Department, other AHS teachers. Teachers must not disclose any information to third parties.
3. **Objectivity** – teachers should ensure that all students are treated with equal respect and care. AHS is strongly against any forms of discrimination on the grounds of race, age, disability, religion, gender, sexual orientation, socio-economic status. In addition, teachers should also ensure full transparency of their grading criteria.
4. **Competency** – teachers should acknowledge any limitations of their own experience or knowledge and therefore take all steps possible to develop professionally. This includes participation in trainings organised by the school.

Teachers should behave in a caring way, showing commitment to academic and emotional development of students entrusted to their care. Teachers should acknowledge specific needs of each student and respect their uniqueness.

Teaching practice

AHS teachers should communicate with the students in a manner that is professional, supportive and collaborative, based on principles of mutual respect and trust. At the beginning of each term, they should explain the expectations regarding the students and assist the students in making plans for their academic development.

During the school year, teachers are expected to provide students with constructive feedback regarding their work. The feedback should have a formative component – teachers should make sure that the student understands the feedback in a way that enables them to apply it in the future. Where necessary, teachers should help the students with finding additional learning materials and support them. Teachers' role is also to promote learner autonomy by encouraging a responsible and self-reflective approach to the school duties and their educational development.

Akademeia High School is committed to provide the best quality education. In order to implement this objective, teachers should prepare well-planned and organised lessons in line with the teaching schemes. Lessons should enable students to gain both wide knowledge of the subject and the relevant skills. At the same time, teachers should take into consideration different learning needs of their students and adapt their teaching accordingly. In case of any difficulties with teaching or questions regarding further development of teaching practice, especially in relation to special educational needs, teachers can turn to the Head of Learning Support.



Behaviour Management in the classroom

As stated in the introduction, students' wellbeing is prioritised in Akademeia High School. Teachers should therefore maintain good relationships in the classroom and make sure that it is a friendly, welcoming and safe environment.

Teachers are responsible for the safety and comfort of their students in the classroom. Therefore, they are expected to manage the class effectively, using variety of approaches to motivate the students to work and disincentivise them from misbehaviour. Teachers should set clear rules regarding classroom behaviour and expect the students to follow them. Teachers should make it clear, that any form of violation of these rules (e.g. repetitive lateness, showing disrespect to the teacher or other students) will result in disciplinary actions, such as reporting the incident to the mentor (who may inform the parents) or reporting directly to the headmaster. Students receive Akademeia Student Code of Conduct as part of the Akademeia Parents and Students Handbook at the beginning of each school year and are expected to behave in line with the school's rules and regulations.

Teachers should exercise their authority in appropriate manner. Therefore, any form of disciplinary sanctions administered in the classroom should be done in a respectful way. It should be clear to the student, that any negative feedback is received due to them displaying inappropriate behaviour. Teachers must not shout at the students, regardless of their behaviour. Any form of physical violence (e.g. pushing) is unacceptable and will result in disciplinary sanctions towards the member of staff.

Teachers are expected to participate in trainings on classroom management provided by the school. The AHS strongly believes in the value of learning from each other and sharing experiences and best practices, including those that address behavioural issues.

Care towards students

Akademeia High School recognises wellbeing and safety of the students as its priority. Safeguarding Team was established to ensure that students are safe and incorporate student health and safety. The Safeguarding Team supports teachers in behavioural management and bullying prevention. Where necessary, the Team members provide emotional support to students and can make further recommendations to the parents.

Teachers should report to the Safeguarding Team any signs of threats to students' safety or wellbeing as per procedures outlined in the AHS Safeguarding and Child Protection Policy. Staff are expected to complete annual Safeguarding training provided by the school.

Contact with students

Developing a positive relationship between a teacher and a student is considered to be one of the most important factors affecting the process of learning. The teacher-student relationship should be based on mutual respect and kindness, integrity and honesty.

The main point of contact between a teacher and a student is the school building: during lessons, extracurricular activities, breaks, consultations and other events organised by the school. Additionally, the school may organise short trips to the theatre, cinema, exhibitions, lectures and other external events. The school may also organise longer trips, with overnight stay. Students are supervised by assigned teachers during these outings.

Teachers should not arrange individual meetings with the students outside of the school. This includes any forms of private tuition.



Contact via electronic means should be limited to school e-mail, the school data management system (A-SIMS) and Microsoft Teams. Teachers should not give students their private phone numbers or follow their students on social media.

Any signs of inappropriate behaviour from a student towards a teacher should be immediately reported to the mentor of the student or (in case of particularly sensitive topics) to the Safeguarding Team.

Mentoring

All students at Akademeia High School are assigned a mentor, who is always a member of staff working at the school. Mentors are responsible for overseeing the personal and academic development of their mentees and meet with them in a weekly group setting and on a one-to-one basis as required. There are typically up to eight students assigned to one mentor. Any information regarding learning support, medical or welfare issues relating to the mentee is shared with the relevant stakeholders by the mentor as part of the AHS commitment to ensuring the emotional and physical wellbeing of its students, in addition to their academic achievement.

As a mentor, the teacher will be in possession of sensitive information regarding student's personal and family situation. It is strictly forbidden to disclose that information to anyone, apart from relevant stakeholders (such as the Safeguarding Team and Wellbeing Team).

Mentees are likely to share personal problems with their mentor – it is very important for the mentor to bear in mind, that they are not expected to resolve emotional issues of their mentees. In such cases, Mentors should advise the student to reach out to the Wellbeing Team, where they will receive support from qualified experts.

The Mentor is the first point of contact for parents. At the beginning of the school year, newly assigned mentors should introduce themselves to the parents of their mentees. Mentors should not share their personal e-mail addresses or private phone numbers. In urgent cases, mentors can use the school phone (available at the reception desk) to reach out to parents. Mentors may schedule meetings with parents in school or on Microsoft Teams.

Contact with other members of staff

As part of creating a professional educational environment, all staff members are expected to address each other formally when students or parents are present. In any other professional interactions between staff members, staff members should treat each other with respect and compassion. All staff members should be treated equally, regardless of any personal relationships.

Dress and Appearance

Akademeia High School does not have a strict dress code policy – teachers are not expected to dress in a specific manner. However, teachers should be mindful of the fact, that their appearance is an important component of creating the atmosphere of professionalism at school.



Smoking and Substance Abuse

Smoking is forbidden on school premises and in its immediate proximity.

The school operates a strict substance abuse policy towards its students and staff. Any member of staff found to be under the influence of alcohol or other prohibited substances on the school premises will be subject to immediate disciplinary action.

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