

Trainee Teachers

Code of Conduct

Introduction

This Code of Professional Conduct identifies the typical forms of conduct expected from a trainee teacher who is following a programme of study leading to the recommendation for QTS/Q. While it does not constitute a legal contract, by signing it the trainee teacher is providing evidence of his or her commitment to a code of conduct which is seen as Part 2 in the Teacher's Standards (2012), Professional Standards for Teachers and Trainers (2022).

The Code has been written as a set of general principles which cannot be explicit about all elements of professional conduct or misconduct.

The Code takes full account of Part 2 of the Teacher's Standards for Qualified Teacher Status (2012) (Primary and Secondary) and Professional Standards for Teachers and Trainers (2022) (FETs). As a trainee studying on any programme leading to the recommendation for QTS you are expected to always conduct yourself in an appropriate professional manner.

Trainees are reminded that all aspects of their training, including university-based training, contribute to the evidence base for the recommendation for meeting the requirements of the relevant programme.

This means that trainees:

- Demonstrate high aspirations for pupils/young learners/adult learners within their care.
- Show respect for others, children, and adults alike, valuing them as individuals and for the contribution they make in the school, college, EY setting and within the university. This applies to learners in their care as well as parents, carers, teaching, support staff and fellow trainees.
- Demonstrate in their personal conduct on campus, in work settings and through social networking and media the same positive values and qualities required by the Teacher's Standards (2012) Part 2 or Professional Standards (2022) as appropriate.
- Not undermine their effectiveness as a teacher/trainer by engaging in either alcohol or drug abuse or by committing a criminal offence.

- Show due regard for the ethos and values of the university and any other setting. Act with honesty and integrity and ensure that any activity in one's personal life does not risk bringing the teaching profession or the ITE partnership into disrepute.
- Do not engage in deception by, for example, falsifying qualifications / medical / criminal declarations or by any form of cheating or plagiarism in assignments / examinations.
- Recognise the importance of punctuality and regular attendance on all aspects of their professional programme (i.e. both university and school-based elements of training) and follow the published procedures for notifying absence*
 - * Trainee must read, understand and adhere to the Engagement policy which outlines the procedures for absences from both the university provision and whilst on placement. Trainees should note that the university reserves the right with agreement, to share any declared medical conditions as appropriated with settings where it is felt that reasonable adjustments need to be made; this is to ensure the health and wellbeing of the trainee and support progress.
- Actively engage in all seminars, complete all directed learning tasks and recognise their responsibilities for working collaboratively and constructively as part of a team alongside fellow trainees, teachers / lecturers, support staff and other colleagues both on and off the university campus.
- Show respect for the rights of others including individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Maintain high professional standards of dress and appearance whilst working in schools/settings.
- Read, understand, and adhere to relevant university and school/setting policies and procedures, including health and safety policies and safeguarding learners' well-being, whilst on placement.
- Recognise their responsibility for:
 - Managing their time and monitoring their academic and professional development against the ITE Curriculum and Teachers & Standards/Professional Standards so that they plan and prioritise as appropriate.
 - Ensuring they are fully prepared for the agreed placement by completing the readiness for placement process. ***Please note that once a placement has been agreed and confirmed by the university this will not be changed without prior agreement and under very exceptional circumstances. Any***

unnotified changes in placement could result in your programme being suspended. Trainees are reminded of the agreed 1.5 hours of travel from the Avery Hill campus.

- Developing their subject and curriculum knowledge according to their programme/phase of study.
- Evaluating their practice in the light of feedback from members of the profession.
- Alerting setting / university staff to areas of significant concern.
- Being physically and mentally fit to meet the professional demands of teaching.
- To ensure that the school/setting is aware of any disabilities, specific learning difficulties, ongoing health issues including a mental health condition where reasonable adjustments may need to be considered during the practice.
Trainees will need to work with both the school/setting and the university on an agreed action plan, prior to the placement.
- If medical needs change during the term of the placement i.e. through pregnancy or another new condition, that they inform the school/setting and the university tutor as soon as possible so an action plan can be put in place.
- Informing school / university staff promptly of any issues that may have an impact on their ability to meet these professional demands and for seeking advice and support.
- Informing the School Office and Student Services of any change of circumstances which should be recorded in the central records, including change of DBS status, name or address. Please note that the University provides schools with your DBS number and date of DBS clearance as part of the partnerships safeguarding procedures.

Unprofessional Conduct

In the event of conduct being deemed to be unprofessional during the period of training, the following steps may be taken (unprofessional conduct can include but is not confined to walking out of a placement, significant lapses in punctuality and failure to collaborate with other trainees or staff):

- i) The placement in a school/setting might be withdrawn/terminated and there might be no opportunity for re-assessment.
- ii) The trainee might be suspended temporarily from the programme.
- iii) The case might be referred to the University Fitness to Practise Panel where further action might be taken, including termination of a trainees' studies.

- iv) Persistent absence and / or lateness during university-based training can be reported to the Progression and Assessment Panel who may deem that the course requirements have not been met and that the trainee is required to repeat the course with attendance the following year.

Memorandum of Understanding

The following forms part of your contract with the University of Greenwich. If you accept the offer for the programme to which you have applied to you must understand and agree to the following conditions:

- You are required to have a minimum of 90% attendance and punctuality. If either falls below this, your progress on the programme may be at risk and/or your placement delayed.
- It is not possible to guarantee that your placement will be within your immediate area of residence as some subjects/areas are more difficult to place.
- You may have to travel to placement settings up to 1.5 hours distance by either car or public transport from the University address SE9 2UG.
- Placements are arranged by our placement team and not by trainees. All placements will meet the 1.5 hours travel time from the University address if it is not possible to place you nearer your term time address.
- This is a full-time course, and you must be available five days a week between approximately 09:00 and 17:00 hours to attend timetabled University taught sessions. It is your responsibility to check your timetable regularly.
- You must attend your agreed placement as per the guidance given in the placement guide and ensure you are in and prepared at least 30mins before learners arrive.

You cannot start placement until:

- Occupational Health have cleared you.
- The Placements Team have received notification by Occupational Health that you are fit to attend placement.
- The Placements Team have received confirmation from Student Services that they have received your DBS and that there are not any holds or restrictions on the DBS that need to be referred to the Programme Leader.
- That you have been checked and cleared against the Children's Barred List.