

DUTIES AND RESPONSIBILITIES OF TEACHERS
Code of Conduct

**PRIMARY PERSON RESPONSIBLE FOR IMPLEMENTATION AND MONITORING
OF THIS POLICY**

JAMES EYTLE, BEVERLEY MELLON (PRINCIPALS)

LAST REVIEW DATE

March 2019

NEXT REVIEW

March 2020

DUTIES AND RESPONSIBILITIES OF TEACHERS

Code of Conduct

Lesson Preparation

1. To prepare teaching materials for lessons and to provide students with appropriate class notes and revision materials for the duration of the course.
2. To mark and return student's work within a period of 5 working days.

In the Classroom

3. To set weekly homework assignments for each student and to set official monthly mock exams in accordance with the dates set out.
4. To ensure that eating, drinking and use of mobile phones or other inappropriate devices do not take place during lessons or in classrooms.
5. To ensure that classrooms are left clean and tidy and all windows are shut and locked and radiators turned off.
6. To ensure that classes are started and finished punctually as specified in your timetable.

Academic Performance

7. To place a student into Evening or Saturday supervised study for either non-completion of homework or submission of homework of an unacceptable standard.
8. To request from a Curriculum Manager that study sessions be placed on a student's timetable if there is evidence the student is not studying enough outside of lessons.
9. To attend the Autumn and Spring Term Parents' evenings to discuss the students progress with the parents or guardian of each student.
10. To follow the student disciplinary procedures as laid down by the college.

11. To communicate issues, concerns or problems to Curriculum Managers regarding a student's academic or non academic performance on a timely basis.
12. To refer any persistent absence or lateness to the Attendance Board on a timely basis.
13. To report any student who is suspected of plagiarism to their Personal Tutor and Curriculum Manager.
14. To prepare a separate report as requested by the Personal Tutor or Curriculum Managers to assist in the completion of a student's university application.
15. To report to the Curriculum Managers or Personal Tutors any information about a student that may assist in ensuring that the performance and behaviour of the student is satisfactory.
16. To report to the Curriculum Managers any information about a student that may assist in ensuring the welfare of the student is good.

Administration & Record Keeping

17. To record attendance and lateness on the Griffin system and homework results for each student in the paper register provided.
18. To complete the Griffin attendance registers by within 15 minutes of the start of the lesson.
19. To prepare any materials required by Lesson Observers or External Inspectors.
20. To prepare monthly internet reports and termly written report for each student as requested on a timely basis.
21. To report details of any items of college property that are damaged or not in working order to the Office Manager Chris Mason.

22. To avoid re-arranging classes without direct authorisation from the Principals in advance.
23. To avoid changing your allocated rooms without direct authorisation from the Information Manager or College Administrator in advance. Furthermore, to avoid any teaching in the Staff Room.
24. To avoid arranging extra group or individual lessons with students without the direct authorisation from the Principals/Vice Principal in advance.
25. Under no circumstances should college classrooms be used for tutoring external students, without the express permission of the Principals in writing.
26. In the event of a teacher being ill the college must be informed in advance of the lesson and work must be set for the classes missed by email or fax.
27. To submit pay claims properly completed and on time to the Finance Administrator.
28. Not to disclose to the student any marks or grades they have been awarded in their coursework.
29. To co-operate with the administration of Easter Mocks.
30. To follow the whistleblowing procedure where a member of staff has reasonable cause to believe that another member of staff may be having an improper relationship with a student under the age of 18. They are to inform the Principals or Vice Principal or the DSL or the DDSL within 24 hours.

Communicating with Students Using Email

30. When staff email students they must CC the message to the college librarian's email to protect staff and students from inappropriate communications. The relevant email is: **library@albemarle.org.uk**