



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

February 2025

NEXT REVIEW

February 2026

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 students' 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 the 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.
6. To ensure that classes are started and finished punctually as specified on your timetable.

Academic Performance

7. To place a student into supervised Library 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 that the student is not studying enough outside of lessons.
9. To attend the Autumn and Spring Term parents' evenings to discuss academic progress with the parents or guardian of each student.
10. To follow the student disciplinary procedures as set out by the college.



11. To communicate issues, concerns or problems to Curriculum Managers regarding a student's academic performance on a timely basis.
12. To refer any persistent absence or lateness to the Disciplinary and Attendance Board (DAB) on a timely basis.
13. To report any student who is suspected of plagiarism to the Head of Discipline and Attendance Board and their 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 that the welfare of the student is good.

Administration & Record Keeping

17. To record attendance and lateness, homework, test and mock results on the Griffin system.
18. To complete the Griffin attendance registers within the first 15 minutes of the start of each lesson.
19. To prepare any materials required by Lesson Observers or External Inspectors.
20. To prepare monthly reports and termly written reports 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 Facilities Manager.

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 Principals 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 in advance, and to avoid using college classrooms to tutor external students.
25. In the event of the employee being ill, the college must be informed in advance of the lesson and work must be set and provided by email for the classes missed.
26. To submit pay claims properly completed and on time to the Finance Manager.
27. Not to disclose to the student any marks or grades that they have been awarded in their coursework.
28. To co-operate with the administration of Easter Mocks.
29. 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 / G-Message

30. To communicate only via email with students in the case of simple and specific instructions or deadlines.

As of Spring 2025, the College data management system, Griffin, now enables G-Message. Staff are expected to gradually transition to this new system in lieu of email communication.