



## **Ark Bentworth Primary Academy Staff Expectations**

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To be totally aligned to the mission, core purpose, vision and ethos of the Academy.

### **Core Purpose**

#### **To: Aim High & Achieve Together**

To demonstrate belief in the potential of all students to develop the skills and character necessary for a place at the top university and success in life.

To embrace shared accountability for the achievements for the achievements of the students and the performance of the Academy. This will require hard work.

To uphold all school policies and follow all agreed procedures with consistency and care.

To maintain zero tolerance of any form of student behaviour that runs counter to the Academy's stated aims and objectives: for example, disrespect, rudeness, bullying, dangerous/anti-social/loud behaviour, failure to bring basic equipment or complete independent learning tasks, possession of banned items, lateness.

### **Behaviour**

To maintain the highest standards of honesty and integrity at all times.

To provide excellent role modelling for students at all times. To demonstrate the characteristics and learning dispositions encompassed in the Ark Bentworth core values.

To take responsibility for developing students' emotional wellbeing as well as nurturing their academic potential; never behaving in a derogatory, intimidatory, abusive or sarcastic manner towards any member of the school community.

To behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with students and parents/cares (see Language and Learning Policy).

Not to engage in any behaviour in or out of school which could bring the academy into disrepute. This has implications for use of social networking sites, engagement in additional employment and recreational behaviour.

Not to reveal any confidential information to which they have access to anyone except colleagues who need to be in possession of the details.

To take account of the Academy's drug policy when discussing such issues as alcohol, smoking and drug use with students.

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To ensure that ARK Bentworth Primary Academy is a non-smoking, gum-free and litter-free zone and that there is no eating or drinking in corridors or learning areas.

### **Dress**

To dress professionally: jacket and tie for male staff, formal/business dress for female staff, no jeans, flip flops, trainers (except when teaching PE), Ugg boots, revealing clothes etc. Body piercings should be limited to an earring in each ear. Any tattoos should be hidden from view.

### **Commitment & Involvement**

To be on site for 8.00 a.m. (unless contracted hours state differently) and attend staff briefing on a Friday at 8.30 a.m. To maintain excellent attendance. To be on time for all lessons, ready to welcome students as they arrive, and to finish lessons punctually so that students will not be delayed for their next activity. To be punctual for all meetings and school events.

To get to know the academy's students and to take an interest in their lives beyond school through regular informal dialogue around school and when on duty, joining them for lunch in the school dining hall regularly and accompanying them on school trips and visits.

To attend key whole-school events in the annual school calendar, such as open evenings and awards ceremonies.

To attend school assembly each week.

### **Routines**

To be welcoming towards parents and carers, encouraging communication and partnership , returning calls/emails as soon as possible – ideally on the same day and certainly within 24 hours on school days.

To sign out if leaving the site during the school day.

Not to take academy property off site without authorisation.

To read staff notices at the start of every day and pass on student notices to students as required.

To use mobile phones only in staff areas.

To address other members of staff by their title and surname in front of students.

To wear ID at all times.

Not to engage in any other paid employment without the Head of School's knowledge and approval.



To model quiet in the corridors and conduct conversations elsewhere.

**Personal development**

To engage in all whole-staff CPD as well as personal CPD activities.

To engage openly and positively in the academy's performance management procedures.

To operate an open-door policy, welcoming regular observation of and feedback on their practice.

To admit when they make mistakes, to be open to constructive feedback and to reflect on how their personal practice could be improved.

*Staff of Ark Bentworth Primary Academy should recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal, in accordance with Ark policy.*

***Review Date: September 2018***

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