

Employee Professional Expectations

The following sets out the shared view of how employees should conduct themselves when carrying out all professional duties and roles.

All employees of Thomas Deacon Education Trust are role models for the Trust learners. It is therefore expected that employees demonstrate high professional and personal standards as well as being committed to the Trust values.

Trust – we are honest and supportive

Diversity – we celebrate individual differences and needs

Excellence – we want the very best and never give up

Transformation – we embrace innovation and collaboration

Everyone's contribution valued

We recognise that employees is TDET's most important asset and we are committed to developing appropriate, positive relationships with all those with whom our work brings us into contact.

Everyone treated with courtesy and respect

When meeting and dealing with people we display courtesy and respect, taking care to use language that is appropriate to each situation. A personal responsibility to demonstrate self-control, calmness and restraint even in stressful situations.

Position of trust

We accept that we are in a position of trust, and understand the need to maintain appropriate boundaries in our dealings with students. This includes following the Trust's Computer Guidelines / Access and Passwords / E-Safety Policy on communicating with students via mobile devices, email or the internet. Intimate relationships between employees and students are regarded as inappropriate, in conflict with Safeguarding students and a grave breach of trust. Any sexual activity between an employee and any learner on the Trust roll up to the age of 21 is a criminal offence.

Commitment to high standards, both personally and professionally, and quality services

We are committed to continuous improvement in its widest sense. We aim to avoid actions and comments which might undermine others' positive perception of TDET.

Commitment to equality of opportunity and valuing diversity

We are committed to equality of opportunity and we ensure that everyone is treated equitably and with dignity. All employees are expected to demonstrate a willingness to work positively with people of different backgrounds and to respect and value diversity.

Commitment to safeguarding young people

All employees and volunteers are aware of and committed to safeguarding and promoting the welfare of our young people at all times.

Employee dress code

It is a condition of employment that all employees abide by the Trust's dress code. All employees are expected to dress in a formal manner. Clothing needs to reflect the professional environment in which we work and to maintain high standards of smartness and modesty. Employees need to be mindful students may compare what employees are wearing with what they are or are not allowed to wear. Employees need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business like tone.

A useful comparator is the standard and type of dress that can be commonly seen worn by those working in a professional office.

- Smart suits or separate trousers / skirt / blouse / shirt / jacket combinations are standard, with trousers being of full length and skirts not being immodestly short.

- Dresses and jackets.
- Trousers, skirts, shirts, blouses or tops (no vest tops) are not see through or exposing underwear and discreetly limit the amount of bare flesh visible.
- A jacket should be worn, for all meetings with parents and visitors, celebration evenings and assemblies.
- Men wear shirts with collars and ties fastened.
- Footwear is smart and formal. Casual summer, leisure or sports wear, denim, trainers, sandals, flip flops, leggings or shorts are not in evidence.
- Body and facial piercings (other than a maximum of one earring in each ear) and tattoos are not visible.

The Trust's dress code applies on all occasions when employee are working or representing the Trust, including inset days and when teaching students during Trust holidays.
 Dress code for employee on students' non-uniform days is at the Principal's discretion.

Employees involved in the teaching of practical or sporting subjects are expected to wear suitable clothing or protective gear. However, they are expected to change into business attire where and when appropriate. Employees who wear a uniform issued by the Trust continue to do so.

Employees who are considered to be in breach of the dress code will be advised by their line manager and given the opportunity to conform. Disagreements about the appropriateness of specific items of clothing or footwear will be referred to the Academy Principal/Headteacher.

Academy Identification badges

Employees must wear their ID badges on lanyards at all times.

Punctuality

All teaching employees should be on site to commence their lessons. Support staff employees should arrive in sufficient time to begin work as agreed with their line manager.

Email / ICT usage

All Trust employees must access their Academy emails at least twice per day. This is a key method of communication within the Academy and is to ensure employees remain up to date with Academy and/or Trust news and information. The Academy systems are for use in connection with Trust business and employees should be mindful of this.

Signing in and out

For Health & Safety reasons, during the holiday periods all employees must sign in and out of the building. During term time and a normal working day when employees leave the Academy site to attend meetings they should sign in and out also. The signing in and out book is kept in the Academy's Reception Area.

Smoking

Smoking is not permitted on any of the Trust's sites.

Chewing gum

Employees must not chew gum during the normal working day.

Mobile phones

Employees must not use their phones in lessons to conduct personal business.

Signed

Date