

## University of Worcester PGCE Secondary ITE Partnership Code of Professional Conduct (2024/25 version)

Name of trainee.....(please print) Subject ..... Core/RTH

When you accept a place on the PGCE Secondary ITTE course, you are agreeing to conduct yourself, both personally and professionally, as a teacher, and to meet all of the Teachers' Standards (2013) in both part one and part two by the end of the course.

### **Maintain high standards of attendance and punctuality (TS part 2).**

*You are expected to participate fully in your programme of study, engage actively with learning opportunities, and take responsibility for your learning.*

Our attendance and punctuality expectations ensure that you have the curriculum subject knowledge required for school experience and that you consistently demonstrate the professionalism required in Part 2 of the Teachers' Standards (Department for Education, 2013). This includes arriving at sessions on time (including online), attending the session as required by the tutor and engaging in sessions through completing any required prior reading or tasks.

Attendance is monitored throughout the year; all absences, lateness or leaving early and missed tutorials will be monitored on an *individual basis* in order to support you. Persistent absence or lateness will result in students being interviewed by the Course Leader to ascertain commitment to the course and review progress. The Head of Department may also be informed and may be involved in this interview process. You can find the full policy for attendance here: <https://www.worcester.ac.uk/registryservices/649.htm>.

Absence from university and school sessions may result in bursary payments being *suspended*.

Normally, all trainees will have the opportunity to work in two schools for a minimum of 120 days. You must record your attendance at university (face-to-face and online) and in school on the 'PGCE Secondary Attendance Register' and submit this on PebblePad. You have the following roles and responsibilities:

- There is a requirement for you to attend all days in University and in school unless you have agreed mitigating circumstances. You should arrive in good time and dress appropriately (following school advice as applicable). Some of your university and school experience may be on-line. See **Expectations in relation to web-based online learning**
- If you are going to be absent from University (face-to-face or online) – contact your tutor. If you are going to be absent from school (face-to-face or online) – messages **MUST** be given to the appropriate member of staff following normal school procedures. You should also contact the course administrator and your subject tutor in University. **An absence of five days should be followed up by a Doctor's note.**
- Request for absences: normally permission for absence is restricted to attending the funeral of a close relative or to attend a job interview following school protocols as applicable. Absence from university sessions must be agreed with your tutor in advance. If you are absent you will need to be prepared to supply work for classes to be covered and to communicate this clearly with your school mentor.
- Routine doctors and dentist appointments should be booked outside of core university and school hours. Absence for hospital appointments must be negotiated with your university tutor and school mentors as applicable.

- Prospective school visits, prior to applying for a job, must be agreed with the school mentor and tutor in advance. These should be in non-contact time avoiding absence from teaching or taught sessions.

### **Regard for the ethos, policies and practice in your school (TS part 2)**

- You are expected to respect the ethos, policies and practice of your placement school. This means you should arrive at school at an appropriate time and be available after lessons have finished for meetings or extra-curricular activities. This is applicable for face-to-face and online learning.
- You should dress and behave according to school policy and address staff and pupils according to the practice of the school.

### **Perform professional duties and responsibilities within statutory frameworks (TS part 2)**

- Part of your “Duty of Care” is to ensure that you plan, teach, assess and monitor lessons for the classes, or groups of pupils, to which you have been assigned. This means you must prepare lesson plans at least 2 working days in advance and discuss them with your mentor.
- Leave the rooms you teach in, as you would wish to find them.
- Assess pupils regularly and give them prompt feedback.
- Ensure that pupil’s progress is assessed and recorded in conjunction with the school procedures and relates to subsequent planning.
- You should be prepared to contribute to the writing of reports for parents/carers.
- You should complete all sections of PebblePad (including weekly reviews and transition plans). An additional school file should be available for inspection by mentors, tutors, external examiners, and potentially Ofsted.
- Your subject knowledge should be updated regularly and recorded on your subject audit (stored on PebblePad).

### **Fulfil wider professional responsibilities (TS part 1: 8)**

- You are expected to take an active interest in the life of the school including attending staff meetings/briefings, INSET days, open evenings, parents’ evenings and getting involved in extra-curricular activities as applicable.
- Full and active participation in all school based professional development sessions is expected.
- Attend assemblies and to be involved in the role of a form tutor.
- You should develop and maintain a professional relationship with your mentor and tutor and be able to accept constructive criticism. Act on advice and feedback.
- Work in partnership with support staff.
- Communicate effectively with parents and carers regarding pupils’ achievements and well-being.
- Meet all university and school deadlines.
- Maintain your digital portfolio (PebblePad) to a professional standard.
- Be prepared to ask when in doubt.
- Keep your university tutor and school mentors informed of developments or concerns.

### **Uphold public trust in the profession and maintain high standards of ethics and behaviour (TS part 2)**

- You must maintain appropriate and respectful relationships with pupils and staff.
- ***Pay due regard to acceptable professional behaviour when using social media and other web-based media.***
- Treat pupils with dignity, building relationships rooted in mutual respect.
- Your behaviour should demonstrate respect and tolerance for all pupils and staff whatever their faith or beliefs.
- Your personal beliefs should not be expressed in ways that exploit pupils’ vulnerability or might lead them to break the law.

- You should know who is responsible for safeguarding in your school and follow school procedures, in accordance with statutory provisions.

In the same way that teachers are vigilant about signs of possible physical or emotional abuse in any of their pupils, if you have a concern for the safety of a specific young person at risk of radicalisation, you should follow your school's safeguarding procedures, including discussing with your school's designated safeguarding lead, and where deemed necessary, with children's social care.

***It is also your responsibility to notify the course leader of any cautions, warnings or convictions gained whilst on the course.***

#### **Expectations in relation to web-based online learning**

- When on-line remove distractions – turn off televisions and other media. Close emails and other tabs on computers.
- Follow instructions concerning muting of microphones and turning off/on cameras.
- Arrive at on-line sessions at least 5 minutes before the published start time. Late arrivals will be recorded as 'late' so please test systems in advance.
- Stay on-line for the duration of the session unless there is an emergency.
- Work in a calm, quiet environment if possible. Try to use a space where you can work uninterrupted. Try to sit somewhere where you can watch and write. A desk would be perfect.
- Dress appropriately – if in school wear business dress. For university sessions wear smart casual clothes avoiding sleepwear.
- Respect others and be always professional. Sessions will be recorded for people with mitigating circumstances.

Failure to maintain any of the above professional standards may result in the school placement being suspended and may result in your registration on the course being terminated. In these circumstances the Partnership cannot guarantee to find an alternative placement and the Board of Examiners may decide that you have failed the placement.

Further reference can be found in the Course Handbook 'roles and responsibilities' section.

I agree to adhere to the requirements this document contains.

Signature of trainee .....Date.....

I agree that the university can share the date and number of my DBS clearance with my allocated placement schools.

Signature of trainee .....Date.....

Signed on behalf of the University of Worcester PGCE Secondary ITE Partnership

#### **Personal data and OfSTED**

Ofsted inspects and reports on all providers of programmes leading to qualified teacher status. To help them carry out this work, they hold and process some information about trainees and their performance. It is necessary for them to use this information, the views of trainees, trainers, mentors, leaders, managers and employers and our inspectors' observations to help them make judgements and report on the quality of initial teacher education (ITE) partnerships. You can find more information including types of personal data that they might hold here.

<https://www.gov.uk/government/publications/ofsted-privacy-notice/initial-teacher-education-ite-partnerships-ofsted-privacy-notice>

## Policy on the Management of Placement and Work-Based Learning - Appendix

### Student Placement Conduct and Health and Safety Agreement

**To be completed by the Student prior to the commencement of Placement(s) \*this may be substituted by equivalent documentation, e.g. where required by a PSRB**

(This document may be placed in a module guide or placement/WBL handbook allowing the student to make this available to the Placement Coordinator/Placement Provider when requested. A signed copy must be retained by both the student and by the University. Students attending multiple placements may complete one Agreement for each academic year/duration of the course but must inform their placement coordinator of any changes in their circumstances).

<b>Student's Name</b>	
<b>Student Number</b>	
<b>Programme/Course</b>	<b>PGCE Secondary</b>

This agreement outlines the expectations of the University and the responsibilities of the Student in respect of the provision of placement learning, work shadowing or visits that are required as part of your University of Worcester course/programme of study.

**The Student, as a representative of the University (and its collaborative partners), will behave in a professional and responsible manner and in accordance with University Regulations. The Student will attend any pre-placement briefing, induction and/or health and safety training offered by the Placement/WBL Learning Provider or the University (or its collaborative partners).**

If the Student has to be withdrawn from the Placement for disciplinary reasons, action may be taken in accordance with the University's Academic Regulations and Procedures: [Student Disciplinary Procedures](#).

Where placements form part of academic qualifications leading to a professional qualification, admission to a professional body and/or statutory registration, the University must be satisfied that the student will be a safe and suitable entrant to the given profession. The 'Principles relating to Student Behaviour' in the [University's Fitness to Practise Procedures](#) are relevant here and these procedures will apply in investigating cases where there are grounds for concern regarding a student's fitness to practise.

#### **The Student on Placement agrees:**

- To behave professionally and not act in any way that brings the University of Worcester (and its collaborative partners) into disrepute and to actively work to promote a good reputation for the University (and its collaborative partners) and their fellow students
- To inform the University (its collaborative partners) and placement provider of any personal factors or changes to personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require reasonable adjustments to be made whilst on placement
- To attend/complete any health, safety or other briefing provided prior to and as part of their placement, visit or work shadowing and familiarise themselves with all information provided

- To abide by all rules regarding health and safety requirements, and other practices and procedures of the host placement organisation.
- To recognise and accept their personal responsibilities for health, safety and welfare (of self and others) related to the placement(s)
- To carry out the work specified by the Placement Provider under the supervision of the specified Supervisor/Mentor(s)/Contact(s), agreed to be appropriate to the learning experience
- To provide feedback on the placement to the University (and its collaborative partner) and evaluate their placement learning experience as required
- When on placement, to report to the University's (or collaborative partner's) Placement/WBL Coordinator any accidents or incidents that occur or if they have any concerns about health and safety at their host organisation, that may jeopardise their welfare and/or the success of the learning experience.
- To allow personal data which is reasonably believed to be relevant to the host organisation to be shared by the University (and/or collaborative partner) and the Placement Learning Provider, as appropriate
- To confirm that any personal vehicle insurance covers travel to/from work and business use if requested to travel during the placement (if driving to the placement by private vehicle).
- To consult with the University (or collaborative partner) prior to seeking any changes in the terms and duration of the placement.
- To share next of kin information with the placement host if required

**Use this space to state any information that the Placement/WBL Coordinator should be aware of in relation to your personal circumstances while on placement:**

I have read and agree to the above.

**Signature:**

**Student name:**

Please retain the completed form in your course/module handbook or placement/WBL handbook for the duration of the placement/course and make available when requested by the Placement/WBL Coordinator. You must return a signed copy to the University (or collaborative partner) before the placement is due to commence: **(Insert School/Department details as appropriate)**

Thank you for your cooperation.

<i>UW office use only</i>
Further action required? Yes/No Action:
<b>Approved by University (or partner) Placement Tutor/Co-ordinator for and on behalf of the University</b>
Signed: Suzanne Lawson
Print name: SUZANNE LAWSON
Job title: Head of Strategic Partnership – Secondary and FES