

CODE OF PROFESSIONAL CONDUCT FOR TRAINEES ON ITT PROGRAMMES

At the outset of your programme, you will be asked to discuss the nature of your role and responsibilities as a teacher. The Code Of Professional Conduct For Trainees On ITT Programmes is designed to convey the expectations that we have of you during your programme of ITT. We also wish to assure you of our support during the programme and that we will work hard to ensure that your entitlement to fair treatment and equality of opportunity is upheld.

The code of professional conduct is informed by the following:

1. The Teachers' Standards, May 2012, effective from 1 September 2012, including Part Two which comprises the standards for Professional and Personal Conduct. The Teachers' Standards replaced the Standards for Qualified Teacher Status (QTS) and the Core professional standards previously published by the Training and Development Agency for Schools (TDA), and the General Teaching Council for England's Code of Conduct and Practice for Registered Teachers.
2. Standards of behaviour of teachers governed by a number of DfES/DfEE/DfE circulars including Dfe and NCTL advice and guidance on Teacher misconduct: the prohibition of teachers (January, 2014)and Education (Health Standards) (England) Regulations (2003)
3. National legislation as it relates to Human Rights: Human Rights Act (1998); Equal Opportunities: Disability Discrimination Act (1995, 2005), Sex Discrimination Act 1975 (amended 1986), Race Relations Act (1976) as amended by the Race Relations (Amendment) Act 2000, The Children Act (2004) and the Equality Act 2010.
4. Manchester Metropolitan University Assessment Regulations for Postgraduate Taught Programmes of Study.
5. Faculty of Education Programme Specification for PGCE Secondary Programmes (2013), including modifications up to September 2014.
6. Faculty of Education PGCE Secondary Handbooks, including Ethical procedures, annual updates up to 2014;
7. Disclosure and Barring Service (DBS) and DfE legislation and Statutory guidance for schools and colleges on safeguarding children, including safer recruitment (April,2014)

The Code of Professional Conduct reflects the reasonable behaviour expected of a trainee teacher as a professional. Knowledge of, and adherence to, these requirements are part of the responsibilities undertaken by a trainee teacher on the Secondary and Secondary Programmes at Manchester Metropolitan University. This document does not constitute a legal contract, but it does provide evidence of the standards of behaviour and conduct expected of a trainee teacher whilst registered on an Undergraduate or Postgraduate Programme at the Faculty of Education.

At all times, the health, education, safety and welfare of pupils are the most important factors in any decisions relating to your progression through the programme.

Trainee teachers work within a framework of legislation, statutory guidance and school policies which place particular importance on promoting equality of opportunity, challenging stereotypes, opposing prejudice and respecting individuals regardless of age, gender, disability, race, ethnicity, class, religion, marital status or sexual orientation.

The statement above has been framed as a general statement, recognising that it is impossible to specify in precise terms everything that could be considered to be professional misconduct now and in the future.

Key Requirements:

During both school and University-based training, professionalism is demonstrated by:

1. Respect for others: including children, all school staff and staff from other agencies, parents and carers, other trainees, in accordance with MMU and school/ Local Authority policies. These include disciplinary procedures, Equal Opportunity, anti-discriminatory and anti-bullying policies;
2. Appropriate behaviour: towards all children and young people in relation to contacts in formal and informal settings;
3. Regular attendance: including adherence to the procedures for notifying absence from both school and University training as specified in appropriate documentation;
4. Punctuality: as required by placement schools and by the demands of the programme of lectures, seminars, tutorials etc for each Programme. In placement schools, there is a requirement that trainees adhere to normal school hours; are present at a specified time before the start of the school day and for a specified time at the end of the school day. The mentor will inform trainees of the exact requirements;
5. Appropriate use of internet facilities: as required by policies of MMU and individual schools;
6. Ability to listen to and act upon feedback and advice: from mentors, class teachers and University tutors; the ability to work in professional teams and recognise that other professionals may have different perspectives.
7. Trainees taking responsibility for their own learning: both in relation to requirements as set out in specific documentation and in taking responsibility for addressing concerns relating to their experience on the Programme by discussing such concerns with appropriate mentors, class teachers and University tutors;
8. Updating information honestly and accurately in relation to Enhanced Disclosure for the Criminal Records Bureau and Health Declaration on an annual basis, or as soon as a change in circumstance or status requires.

In school, the additional requirements apply:

Carrying out activities as required by the programme: in relation to classroom observation, meeting with and working with teachers and others in the school, planning, teaching and assessment of pupils and other appropriate duties as required by the programme;

1. Trainees must be aware that requirements as to timekeeping, dress code, use of internet facilities etc will vary from school to school. It is the trainee's responsibility to ensure that they are fully informed of the school's expectations via discussions with the school. If trainees are unsure, or unhappy with requests, they should seek advice from their mentors or University tutor.
2. Trainees must adhere to the codes of Ethical Conduct in relation to Child Protection. Photographs, videos and other photographic images of children must not be taken. All mobile phones, particularly those which have a photograph facility must be switched off in the classroom and on school premises.
3. Trainees must respect the confidentiality of school resources, staff and students.

The Manchester Metropolitan University Assessment Regulations for Taught Postgraduate Programmes of Study: Appendix 7 'Procedure for the suspension and exclusion of students from programmes on grounds of professional unsuitability'

details grounds for determining that a student is professionally unsuitable to remain on a Programme leading to a professional qualification or conferring practitioner status. These include, but are not limited to:

1. failure to meet or comply with the professional requirements related to the Programme;
2. failure to adhere to the professional standards specified for training purposes; 3. failure to abide by specified codes of practice;
4. unsuitability to undertake professional practice or placement;
5. evidence of professional unsuitability;
6. acquisition of a status (such as relevant criminal conviction) which renders continuation on the Programme or award inappropriate.

Consequences of failure to follow the Code of Professional Conduct

Action to be taken by the school and University

If a trainee fails to follow the Code of Professional Conduct or if their professional or personal conduct gives rise for concern, the Head Teacher or delegated staff in the school will immediately contact the relevant Faculty of Education tutor or the Secondary Programmes Office who will in turn notify the relevant member of staff.

The issues will be investigated and the trainee will be required to attend a Progress Review. Appropriate targets will be set and recorded on the Progress Review form which will be placed in the trainee's file. A trainee may also be given an informal or formal warning,

In extreme cases inappropriate behaviour may require the trainee to be suspended from the placement. If this is the case, the school should immediately contact the relevant Secondary Programmes Office and the trainee should report in person to the relevant Secondary Programmes Office. In turn the relevant member of University staff will be notified. A Progress Review will be conducted in order for the issues to be investigated. Appropriate targets will be set and recorded on the Progress Review form which will be placed in the trainee's file. A trainee may also be given an informal or formal warning,

In accordance with University Regulations (Procedure for the Expulsion and Exclusion of Students from Programmes on grounds of Professional Unsuitability) you will be required to sign a declaration in which you acknowledge this Code of Conduct and accept its procedures.

In the case of a serious breach of the Code of Professional Conduct, the Head of Secondary Programmes Area will, in consultation with the Head of Department (Programmes and Student Experience), invoke the MMU Regulations. In these cases, the trainee will be considered by a Professional Suitability Panel.