

University of Worcester PGCE Secondary ITE Partnership Code of Professional Conduct

Name of trainee.....(please print) Subject Core/SD/SDS

When you accept a place on the PGCE Secondary ITT 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.

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 also that you consistently demonstrate the professionalism required in Part 2 of the Teachers' Standards (Department for Education, 2011). This includes arriving at sessions on time, 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*.

All trainees must have the opportunity to work in two schools for a minimum of 120 days. You must record your attendance at university and 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.
- If you are going to be absent from University – contact your tutor. If you are going to be absent from school – 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. All planned absence from school must be made up. 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.

- 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.
- You should complete all sections of PebblePad (including weekly reviews and action plan). An additional school file should be available for inspection by mentors, tutors, external examiners, course moderators 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, getting involved in extra-curricular activities 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 with regard to pupils’ achievements and well-being.
- Meet all university and school deadlines.
- Maintain your digital portfolio 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.

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 traineeDate.....

I agree that the university can share the date and number of my DBS clearance.

Signature of traineeDate.....

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>

.....Date.....

Policy on the Management of Placement and Work-Based Learning - Appendix Student Placement Conduct and Health and Safety Agreement

Name	
Student Number	
Programme/Course	

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 Code of Conduct](#) and the associated 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 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 (and its collaborative partner) 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, work shadowing or visits.
- To attend/complete any health, safety or other briefing provided as part of their placement, visit or work shadowing opportunity 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 organisation
- To carry out the work specified by the Placement Learning Provider under the supervision of the specified Supervisor/Mentor(s)/Contact(s), agreed to be appropriate to the learning experience
- To evaluate their learning experience providing feedback to the University (and its collaborative partner) as required
- When on placement, to report to the University (or collaborative partner) Placement/WBL Coordinator if any incidents or issues 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, if appropriate
- To confirm that any 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

General Data Protection Regulations (GDPR)

As the University hold personal information about you, we have the responsibility to ensure your personal data will be:-

1. Processed fairly and in a transparent manner.	You will have access to any data that is shared between schools and university, such as reports or action plans.
2. Collected for specified, explicit and legitimate purposes.	The reason that any data is collected from you will be explained and will not be used for other purposes.

3. Adequate, relevant and limited.	We only collect the minimum amount of data required for you to progress through the course. The only data we collect is that which is provided by you on our standard forms.
4. Accurate and up to date.	If your circumstances change (such as your address or name) you will be able to update your data with the course administrator.
5. Kept for no longer than is necessary.	Some of your data will be kept to help us to write references.
6. Kept secure.	<p>Your data will be securely stored on university systems which are encrypted and password protected.</p> <p>The government require us to keep data on the career destinations of our students but your data will not be shared with commercial third parties.</p>

We recognise the importance of protecting the personal data of all individuals and the particular concerns relating to children's data. You will be given training in processing of pupil's data and the requirements of the Partnership School in relation to appropriate storage and processing. Partnership Schools are required to ensure that trainees understand the School's processes in relation to data protection, including the transfer of personal data off site. In addition, Partnership Schools are required to ensure that their Privacy Notices include specific reference to children's personal data being shared with trainees as necessary.

In the event of a data breach, you must inform the school and the university immediately. In the event of the University suffering a data breach in relation to data relating to trainees the Partnership School will be informed as soon as is practicable after the breach is identified.

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.

Student name (print in CAPITALS):

Signature:

Please retain the completed form in your digital portfolio for the duration of the placement/course and make available when requested by the Placement/WBL Coordinator.

Thank you for your cooperation.

<i>UW office use only</i>
Approved by University (or partner) Placement Tutor/Co-ordinator for and on behalf of the University
Signed: Suzanne Lawson
<div>Print name: Suzanne Lawson</div> <div>Job title: PGCE Secondary Course Leader</div>