



Code of Conduct for Educators

1. The Educator and the Learner:

- 1.1 The educator must practice his/her calling in such a manner that his/her learners will have a Christian education at all times.
The educator should be sensitive to other religions.
- 1.2 The educator must undertake the responsibility for guiding each pupil in his/her care to develop to his/her full potential.
- 1.3 The educator must recognise the individual learner and respect his person. Yet the educator must exercise authority and must not become familiar with the learners.
- 1.4 The educator should conduct him/her - self in such a manner that it is always conducive to teaching and education.
- 1.5 The educator should strive to set an exceptional example to learners in all aspects of life.
- 1.6 The educator should be well prepared for lessons and keep abreast of development of his/her subjects.
- 1.7 The teacher should use language CONDUCIVE TO EDUCATION.
- 1.8 Staff must always remain friendly and helpful and supportive towards learners
- 1.9 Always be punctual for each lesson to maintain discipline and maximum teaching time.
- 1.10 Fairness and positive attitude and diplomacy towards learners should be maintained at all times to create a relaxed environment of learning.
- 1.11 Refrain from negative criticism or condemning pupils, rather encourage or praise.
- 1.12 Learners should not be allowed to discuss other educators with their educator.
- 1.13 Educators are responsible at all times for the discipline of their classes.
- 1.14 Recognition must be given to hard work done.
- 1.15 Avoid favouritism. Each learner to be treated equally.
- 1.16 No verbal abuse may be used on learners.
- 1.17 No corporal punishment may be applied.
- 1.18 No discrimination will take place towards learners based on language, race, gender, religion or intellectual ability.
- 1.19 No victimisation toward any learner may take place.
- 1.20 Fair and constructive punishment must be consistent according to misconduct.
- 1.21 Staff should insist on correct uniform at all times.
- 1.22 Staff must encourage learners to maintain self-discipline.
- 1.23 The importance of the school rules in their diaries must be emphasised very often.
- 1.24 Learners must be educated never to litter in the classrooms or on the playground.
- 1.25 Educators should endeavour always to be polite, patient and tolerant towards learners.
- 1.26 Educators should foster tolerance and mutual acceptance as well as mutual appreciation amongst learners.

- 1.27 Educators should not be irresponsible in their personal or professional conduct, especially in front of learners.
- 1.28 No religious dogma or political views may be promoted.
- 1.29 Educators should not discourage any learner from reaching his/her full academic or personal potential.
- 1.30 The educator must promote the acceptance of fair and just instructions given by decision makers of the school.
- 1.31 Learners are to be encouraged to be loyal towards their school and educators.
- 1.32 Educators must strive to instil in their learners a sense of responsibility and a love of learning.
- 1.33 Educators must not betray the trust of learners in their care.

The above-mentioned must be followed consistently at all times.

2. The Educator and the Parents:

- 2.1 The educator should maintain a friendly co-operation with the parents. BUT the educator should never become too friendly with the parents. When dealing with parents a professional and diplomatic manner should be present at all times.
- 2.2 The educator should strive to uphold parental authority and to promote confidence in the home. BUT the educator should be well aware of difficulties in the home and be prepared to step in when things are not going well.
- 2.3 The educator should be willing to give guidance or seek guidance at all times, should the family need it.
- 2.4 Parents and educators should promote and contribute to the dignity and professional image of the staff and education.
- 2.5 Educators and parents should foster tolerance and mutual acceptance as well as mutual appreciation amongst each other.
- 2.6 Educators should always strive to be an accurate and dependable source of knowledge to parents both general and specific.
- 2.7 Parents should not be irresponsible in their conduct towards educators in front of their children.
- 2.8 Educators and parents may never divulge any information regarding staff members or private matters concerning the school.
- 2.9 Educators may never discuss any learners marks, behaviour or progress with parents except that of their own child.
- 2.10 Educators should try to accommodate parents' requests within reasonable limits.
- 2.11 Educators must be available for appointments at suitable times to discuss any school matters.
- 2.12 Educators may not allow parents to infringe on their private time at home and must kindly refer the parents to the principal during school hours.

3. The Educator and his/her Employers and Colleagues.

- 3.1 The educator should be loyal to his/her employers and serve them in a professional manner.
- 3.2 All confidential matters discussed with leadership will remain confidential.
- 3.3 Matters requiring a reprimand! Discussion will be dealt with privately by the leadership.
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- 3.4 The educator should never discuss any confidential and official matters with unauthorised people.
- 3.5 The educator should, at all times, strive to be fair and just in his assessment of colleagues.
- 3.6 The educator will never discuss a colleague's work or conduct with another educator.
- 3.7 Colleagues should be truthful and supportive towards each other in a positive manner.
- 3.8 Colleagues should strive to motivate each other in a positive manner.
- 3.9 Always be professional in your conduct. Treat your colleagues with professionalism.
- 3.10 Aggression leads to aggression. Colleagues are to settle disputes amicably in private.
- 3.11 Don't rely on your colleagues to maintain your discipline.
- 3.12 Should a staff member be in need of assistance, do not turn a blind eye.
- 3.13 Strive to be friendly, patient and polite towards colleagues at all times.
- 3.14 Praise and acknowledge colleagues hard work.
- 3.15 Give recognition to your colleague for tasks performed in a sterling manner.
- 3.16 Mutual respect amongst colleagues must be upheld.
- 3.17 Colleagues' behaviour should never be to the embarrassment of other colleagues at all times.

4. **General:**

- 4.1 Staff should be productive and efficient at all times.
- 4.2 Educators should strive to be positive and objective.
- 4.3 Always try to accommodate the needs of fellow educators in an understanding manner.
- 4.4 Try to create a pleasant working environment.
- 4.5 Problems may be discussed openly with the headmaster or applicable shop steward who must keep matters confidential.
- 4.6 Be punctual at all times e.g. school events or extra mural activities.
- 4.7 Adhere to deadline dates.
- 4.8 Be pro-active - take initiative and don't wait for others to start first.
- 4.9 Don't let your emotions affect your objective thinking.
- 4.10 Maintain an acceptable level of neatness in the classroom.
- 4.11 Responsible use of resources must take place at all times.
- 4.12 Educators should refrain from enjoying lunch or coffee/tea while teaching.
- 4.13 No smoking allowed in front of the learners.
- 4.14 Staff to leave staffroom promptly when bell rings for commencement of classes.
- 4.15 Refrain from using improper language.
- 4.16 Good relations enhances a good working environment.
- 4.17 Staff members must have the courtesy to inform the school about an absence before the school starts.
- 4.18 All staff must be present during assemblies.
- 4.19 Staff must make medical appointments after school hours.
- 4.20 Classrooms must be locked and windows closed whenever the teacher is not in the classroom.
- 4.21 Official circulars must be read, signed and passed on immediately.
- 4.22 Registers must be completed neatly daily and handed in on Fridays.
- 4.23 Learners work should be marked daily.
- 4.24 Official staff functions are compulsory e.g. staff meetings.
- 4.25 Personal telephone calls should take place during break (except in cases of emergency). All calls must be recorded.
- 4.26 Photocopy work should be sent in **one week in advance** and typing **two weeks in advance**.