



# St George's College

Founded 1898

## PROFESSIONAL STANDARDS POLICY & PROCEDURES

*Revised and approved 7th July 2022*

*Next revision Jan 2024*

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# **ST GEORGE'S VISION MISSION AND VALUES**

## **VISION STATEMENT**

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

## **MISSION STATEMENT**

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

## **STATEMENT OF VALUES**

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

## **1. COMMITMENT TO PROFESSIONAL STANDARDS**

St George's aspires to be a world class educational institution and as such actions must always be based on the highest standards of integrity, trust and loyalty.

The dignity, privacy and individuality of each person is highly valued. All members of the community are expected to conduct themselves in a way which clearly and actively demonstrates the school's values and upholds its excellent reputation

This policy should be read in conjunction with the following:

- Complaints policy and procedures
- Capability policy and procedures
- Digital use policy and procedures
- Equality policy and procedures
- Safeguarding policy and procedures
- Whistleblower policy and procedures

## **2. AIMS**

### **COMPLIANCE**

- To ensure the school is compliant with all national laws and guidelines
- To ensure best practice from around the world

### **ONE SCHOOL**

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

### **FRAMEWORK**

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

### **POLICY SPECIFIC**

- To ensure the highest standards of professional conduct from all staff.

## **PROFESSIONAL VALUES AND COMMITMENT AND PERSONAL CONDUCT**

The values, commitment and personal conduct expected of all members of the community, in general, and of its staff in particular, are expressed through the following actions and attitudes:

- Always putting the pupils' best interests at the heart of one's work; supporting and promoting their welfare and actively safeguarding all members of the community.
- Always acting in the best interest of the school, working and solving problems through the correct procedures and channels.
- Acting and behaving in ways that develop a culture of trust and respect; setting an example by consistently acting in a trustworthy and respectful manner towards others within and beyond the school community.
- Fully embracing and clearly demonstrating the highest educational and social values of sustainability, equality and justice, and recognising the rights and responsibilities of current as well as future generations
- Keeping information about colleagues, pupils or their parents and relatives and school data in the strictest confidence.
- Acting promptly to safeguard the working environment and members of the school community for the safe and smooth running of the school.
- Consistently meeting and respecting deadlines to ensure the smooth running of the school.
- Staff-Parents are expected to maintain an appropriate balance between both carrying out their professional responsibilities and duties, and being a parent.
- Having excellent records of punctuality and attendance.
- Adhering to the school dress code.
- Ensuring that activities outside of work do not conflict with or negatively impact on their duty to the school.

## PROFESSIONAL RELATIONSHIPS

St George's places great emphasis on the quality of the relationships between and amongst staff, pupils and the wider community. We believe that it is every member of staff's individual, as well as collective responsibility, to ensure that the relationships which they foster here at school are professional and adhere to the school's mission statement and values. To achieve this it is expected that:

- Staff are committed to the safety, welfare and happiness of pupils, always acting in their best interests.
- Staff have the right to feel safe and secure in the working environment and to have access to a line manager for support.
- Staff are required to be role models for the values that are expected of the pupils; and to act consistently with fairness.
- Relationships in the working environment should be based on courtesy and respect.
- Social and cultural diversity, equality of opportunity and inclusion are valued and promoted, and any and all forms of discrimination or bias are unacceptable.
- Staff are expected to engage in all aspects of professional practice and work with all members of the community with enthusiasm and flexibility.
- All communications must always be through the official school forms of communication and not through social media.
- Staff must not engage inappropriately with pupils on social media (Facebook, Instagram, WhatsApp, etc.).
- Take care of behaviours and actions that develop outside the school environment, being aware of the responsibility and example they represent for students and colleagues.
- Relationships with parents should be kept professional at all times. During any social interactions that may occur every member of staff should remember their position as a representative of the school and their professional responsibilities to the family and their children.

## PROFESSIONAL DEVELOPMENT

As an IB school, St George's expects all staff to be committed to lifelong enquiry, learning and professional development. They are expected to be resourceful, creative and open to new challenges; constantly seeking to innovate in their area of expertise and willing to work collaboratively for the betterment of the school and themselves. They are committed to building on and developing their own knowledge and skills thus seeking to improve their effectiveness by being constantly reflective and self-critical. Staff are expected to:

- Regularly evaluate their practice individually and with others and assess its impact, critically evaluating how effective they are and constantly seeking to improve.
- Contribute to organisational development and quality improvement through collaboration with others.
- Fully engage with the wider school, taking opportunities when offered and helping to develop connectivity across the whole school.
- Identify with the values and vision of the school.
- Communicate appropriately and effectively with other members of staff and the wider school community.
- Build and engage in productive relationships with parents and the wider school community as appropriate.

All staff are further expected to:

- Inspire, motivate and raise aspirations of pupils through their teaching.
- Bring out the best in every pupil.
- Encourage intellectual risk-taking in all pupils.
- Enrich pupils' learning beyond the classroom; stretching and challenging every pupil to their fullest.
- Establish effective behaviour management procedures and model fairness, care and consistency for pupils at all times.

- Assess pupils regularly and provide effective feedback to pupils and their parents/guardians.
- Work collaboratively with others, observing peers and being observed, in order to use and give feedback which allows for further professional development.
- Maintain and update their teaching and training expertise and vocational skills through the appropriate channels and collaboration with the school.



## **PROFESSIONAL COMMUNICATION**

St George's is committed to professional discourse and creating an environment where all professionals feel secure and confident to express themselves freely in a professional and appropriate manner. To achieve this it is expected that staff:

- Acknowledge and respect different perspectives
- Show appreciation of different ideas, thoughts and contributions
- Maintain professional levels and tone of communication, e.g. be careful how you use humour (especially sarcasm)
- Are mindful when putting words into upper case, using emoji, videos, images, gifs etc.
- Encourage feedback from others and ask questions to deepen understanding
- Acknowledge strengths before differing and provide reasons for agreeing or disagreeing
- Are considerate when expressing personal opinions about individual(s), the school or a particular educational system.

## **PROFESSIONAL APPEARANCE**

St George's College is an educational institution with high standards and expectations for its students. All staff should keep in mind that setting a good example in their personal appearance makes it much easier to maintain the uniform standards expected of students..

Therefore, all staff must wear clothing that reflects a professional appearance. This means that casual clothing, such as jeans (or denim in general), t-shirts, flip flops, and sneakers should be avoided.

All staff are expected to wear clothing that does not distract the student's attention from the teaching and learning process, while male staff are expected to wear a shirt with a tie and trousers (coats are not required) in class.

Sportswear in good condition is admitted for Physical Education staff and for days of sporting events.

Teachers with conspicuous tattoos are asked to keep them covered during the school day. It is also expected that facial "piercings" other than common rings are not used during school hours.

## **POLICY REVIEW**

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

**Date:**