

BLUEBIRDS TEACHER CODE OF CONDUCT



Set high expectations which inspire, motivate and challenge students

- Establish a safe and stimulating environment for students, rooted in mutual respect
- Set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.



Promote good progress and outcomes by students

- Be accountable for students' attainment, progress and outcomes
- Be aware of students' capabilities and their prior knowledge, and plan teaching to build on these
- Guide students to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how students learn and how these impacts on teaching
- Encourage students to take a responsible and conscientious attitude to their own work.
- Ensure to **complete the Assessment Sheets** by the end of each half term. These should be submitted to info@bluebirdsballetschool.com

Demonstrate good subject and syllabus knowledge



- Have a secure knowledge of the relevant subject area/syllabus, foster and maintain students' interest in the subject, and address misunderstandings
- Demonstrate a critical understanding of developments in the subject/syllabus, and promote value of scholarship and learning
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and correct use of standard English, whatever the teachers' specialist subject.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and correct use of Ballet terminology.



Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time
- Promote a love of learning and children's intellectual curiosity
- Promote out of class activities to consolidate and extend the knowledge and understanding of ballet
- Reflect systematically on the effectiveness of lessons and approaches to teaching
- Ensure you are teaching Bluebirds Ballet School Teaching Settings of RAD Syllabus work
- Ensure your teaching has a strong focus on the Foundations of Classical Ballet, Posture, Counterpull and Turnout.
- Contribute and share ideas with Bluebirds Ballet colleagues about your teaching successes
- Circulate the via the school standardised Graded Homework sheets as well as **Exam Practice Sheets** with groupings/settings once exam candidates have been selected.
- Discuss/Agree to simple exam settings to enable students to enjoy continuity in additional classes taught by other teachers.

Adapt teaching to respond to the strengths and needs of all students



- Know when and how to differentiate appropriately, using approaches which enable students to be taught effectively
- Have secure understanding of how a range of factors can inhibit students' ability to learn, and how best to overcome these
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support students' education at different stages of development
- Have a clear understanding of the needs of all students, including those with special educational needs; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.



Give accurate and effective feedback

- Know the assessment requirements of each RAD Grade
- Use relevant Bluebirds Ballet assessment Chart to monitor progress, set targets, and plan subsequent lessons
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback
- Ensure feedback is constructive and thoughtful and that the commentary emphasis is on effort and approach not on the students'
- Correct students through accurate, thoughtful, respectful **physical** alignment adjustments to ensure correct posture, weight placement, counterpull and turnout.
- Again: Ensure to **complete the Assessment Sheets** by the end of each half term. These should be submitted to info@bluebirdsballetschool.com



Manage behaviour effectively to ensure good and safe learning environment

- Have clear rules and routines for behaviour in studio and take responsibility for promoting good and courteous behaviour
- Share the “Student Code of Conduct” sheet with your classes so they understand what is expected.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to students’ needs to involve and motivate them
- Maintain good relationship with students, exercise appropriate authority, and act decisively when necessary.

Wider Professional Responsibilities

- Make a positive contribution to the schools’ ethos and values
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and support
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents and school directors with regards to students’ achievements and well-being

Personal & Professional Conduct

You are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard throughout your’ career. You will uphold public trust in the profession and maintain high standards of ethics and behaviour, within the school and outside the school by ensuring to:

- Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher’s professional position
- Have regard for the need to safeguard students’ well-being, in accordance with statutory provisions
- Show tolerance of and respect for the rights of others
- Not to undermine fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensure personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality



Communication & Administration with School Office

This part of The Code of Conduct outlines the expectations for teacher communication within the Bluebirds Ballet School community. It ensures clear, timely, and professional communication between teachers, the school administration, and parents, maintaining an effective learning environment.

Timely Response to Emails and Messages

- Respond to school-related emails and messages within 24 hours during the school week.
- If a more comprehensive response is required, acknowledge receipt of the message and provide an estimated time for a full response.

Notification of Student Absences

- Update the school office on any known long-term student absences (e.g., illness, family issues) as the school office might not have been informed.
- Report any unreported or unusual student absences immediately to the school office.

Reporting Class or Parent Issues

- Any issues or concerns related to students in the classroom (e.g., behavioural issues, learning difficulties) must be communicated to the school administration promptly.
- Notify the school office if you encounter any issues or concerns from parents that may affect the student's learning or well-being.

Uniform Compliance

- Report to the school administration any students who are not complying with the school's uniform policy. This report should be made within 24 hours of identifying the issue.
- If you issue a uniform item (e.g., leotard, shoes, tights) to a student, they must update the school administration about the issuance within 24 hours to ensure accurate stock levels.

Reporting Students Not on Register

- Notify the school if you discover that any student in your class is not on the official class register. This includes students attending classes who are not officially enrolled or missing from the roster.

General Communication Etiquette

- All communication with parents, students, and school staff should be professional, respectful, and clear.
- Any sensitive or confidential information shared by students, parents, or colleagues must be handled with discretion and in accordance with the school's confidentiality policies.

Escalation of Urgent Matters

- Any urgent matters (e.g., immediate safety concerns, incidents requiring disciplinary action) should be communicated to the school leadership as soon as possible and not delayed for routine reporting timelines.



Health, Safety & Security

This Code outlines essential responsibilities and procedures to ensure the safety and well-being of all students. All staff are expected to follow these guidelines to maintain a healthy, safe, and supportive learning environment.

Duty of Care

- Always ensure the safety and well-being of students in your care, both in and out of the classroom.
- Be proactive in identifying and addressing any potential risks to student health and safety.

First Aid and Medical Emergencies

- In case of a medical emergency, seek immediate assistance from 111 and contact the parent/guardian.
- All medical incidents, no matter how minor, must be reported to the school office on the same day.

Medication Management

- Do not administer medication unless explicitly authorised.
- All medications must be stored securely, and parents must provide written instructions. Notify the school office should any of your students require medication.

Safe Environment

- Keep classrooms and play areas hazard-free, and any risks should be reported immediately.
- Ensure students follow safety protocols during activities and are supervised at all times.

Child Protection

- You must comply with the school's safeguarding policies and report any concerns about student well-being to the school office.
- Professional boundaries with students must be always maintained.

Mental Health and Emotional Well-Being

- Be attentive to signs of emotional distress or mental health concerns and refer students to the school administration.
- Promote a supportive and inclusive environment, where students feel safe to share their concerns.

Incident Reporting

- All accidents, injuries, and safety concerns must be reported to the school administration promptly. All incidents need to be accounted for in the log-book form shared by the school.



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Student Dismissal and Supervision

- You must follow procedures for student dismissal, ensuring students are safely collected.
- Only with parent permission is a child permitted to leave the studio unaccompanied.
- Report any irregularities or concerns immediately to the school office.

Classroom Etiquette & Dress Code

- Ensure school signage A board is placed outside
- Engage and welcome parents, carers and students consistently
- Dress in a professional and approach manner, ensuring students can clearly see the alignment of the body whilst marking and teaching
- Ensure hair and make-up is neat and tidy at all times, leading by example
- Ensure music playlists are prepared in advance alongside lesson plans
- Ensure your props are prepared before class and kept tidy through the lesson
- Avoid using mirrors during class, face class away from mirrors and use only as a tool for correction if necessary
- Avoid eat/snacking during lesson times
- Maintain a positive, professional and caring attitude at all times.

By adhering to Bluebirds Ballet School's overall Code of Conduct, you will:

Foster a Positive Learning Environment: Promote a respectful, inclusive, and supportive atmosphere where all students can thrive both artistically and personally.

Ensure Student Safety: Prioritize the physical and emotional well-being of students by following safety guidelines, reporting concerns, and maintaining professional boundaries.

Support Professionalism: Uphold high standards of communication and behaviour, reflecting the school's values and maintaining trust between staff, students, and parents.

Encourage Discipline and Growth: Emphasize discipline, dedication, and the pursuit of excellence, inspiring students to achieve their full potential in dance and beyond.

Contribute to a Cohesive Community: Collaborate effectively with colleagues, students, and parents to create a harmonious and productive school environment where everyone feels valued.

Name: _____ Dated: _____

Signed: _____