



Code of Conduct Policy

*Scoil Áine
Merlin Park
Galway*

RESPECT

Teachers and SNAs uphold human dignity and promote equality and emotional and cognitive development. In their professional practice, Teachers and SNAs demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

CARE

Teachers and SNAs practice is motivated by the best interests of the pupils/students entrusted to their care, Teachers and SNAs show this through positive influence, professional judgement and empathy in practice.

INTEGRITY

Honesty, reliability and moral action are embodied in integrity. Teachers and SNAs exercise integrity through their professional commitments, responsibilities and actions.

TRUST

Teachers and SNAs' relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honesty.

Standards of teaching, knowledge, care skills, competence and conduct

This code sets out the following standards that apply to all Teachers/SNA employed in Scoil Áine regardless of their position.

1. Professional Values and Relationships

Teachers and SNAs should:

- 1.1 be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success

- 1.2 acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development
- 1.3 be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socioeconomic status, and any further grounds as may be referenced in equality legislation in the future
- 1.4 seek to develop positive relationships with pupils/student, colleagues, parents, school management and others in the school community, that are characterised by professional integrity and judgement
- 1.5 work to establish and maintain a culture of mutual trust and respect in their schools
- 1.6 speak/communicate in a socially acceptable manner with fellow staff members and students alike. Swearing and obscenity has no place in Scoil Áine and must not be evident whilst Teachers and SNAs engage in their professional duties

2. Professional Integrity

Teachers and SNAs should:

- 2.1 act with honesty and integrity in all aspects of their work
- 2.2 respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
- 2.3 represent themselves, their professional status, qualifications and experience honestly
- 2.4 Teachers must use their name/names as set out in the Register of Teachers, in the course of their professional duties
- 2.5 avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

3. Professional Conduct

Teachers and SNAs should:

- 3.1 uphold the reputation and standing of Scoil Áine
- 3.2 take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare
- 3.3 work within the framework of relevant legislation and regulations
- 3.4 comply with agreed national and school policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection
- 3.5 report, where appropriate, incidents or matters which impact on pupil/student welfare
- 3.6 communicate effectively with pupils/students, colleagues, parents, school management and others in the school community in a manner that is professional, collaborative and supportive, and based on trust and respect
- 3.7 ensure that any communication with pupils/ students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, Teams, Google Classroom
- 3.8 ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format
- 3.9 ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
- 3.10 ensure that they do not practise while under the influence of any substance which impairs their fitness to work.

4. Professional Practice

Teachers and SNAs should:

- 4.1 maintain high standards of practice in relation to pupil/student care, learning, planning, monitoring, assessing, reporting and providing feedback, as appropriate

- 4.2 apply their knowledge and experience in facilitating pupils'/students' holistic development
- 4.3 plan and communicate clear, challenging and achievable expectations for pupils/students
- 4.4 create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills
- 4.5 develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/ students
- 4.6 inform their professional judgement and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation
- 4.7 in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance
- 4.8 act in the best interest of pupils/students.

5. Professional Development

Teachers and SNAs should:

- 5.1 take personal responsibility for sustaining and improving the quality of their professional practice by:

actively maintaining their professional knowledge and understanding to ensure it is currently reflecting on and critically evaluating their professional practice.

6. Professional Collegiality and Collaboration

Teachers and SNAs should:

- 6.1 work with teaching colleagues and student Teachers and SNAs in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students

- 6.2 work in a collaborative manner with pupils/students, parents/guardians, school management, other members of staff, relevant professionals and the wider school community, as appropriate, in seeking to effectively meet the needs of pupils/students
- 6.3 cooperate with the Inspectorate of the Department of Education and Skills and other statutory and public non-statutory educational and support services, as appropriate
- 6.4 engage with the planning, implementation and evaluation of curriculum at classroom and school level.


Responsibilities

Whilst Teachers and SNAs have differing roles and responsibilities, in an atmosphere of trust, everyone must carry out their duties with care, respect and integrity, Teachers must manage their classroom environment in such a manner that ensures that the core values of Respect, Care, Integrity and Trust are central to all activities. SNAs must ensure that whilst carrying out their duties they do so in a manner that reflects the core values of Respect, Care, Integrity and Trust.

Staff should be aware that a failure to adhere to the core values of this Code of Conduct may result in disciplinary action including but not limited to dismissal. Staff should familiarize themselves with the appropriate complaint procedure for their role as detailed in the following section.

This policy was ratified by the Board of Management of Scoil Áine on the 6.11.24

And will be reviewed annually.

Chairperson: 
Brian O' Malley

Date: 06.11.24

Principal: Michelle O' Meara
Michelle O' Meara

Date: 06.11.24

Disciplinary procedures for Teachers and SNAs

Teachers

Circular 0049/2018 - Teachers: Revised Procedures for Suspension and Dismissal of Teachers and Principals

B) SNAs

Circular 0072/2011 - GRIEVANCE AND DISCIPLINARY PROCEDURES RELATING TO SPECIAL NEEDS

ASSISTANTS (SNAs)

<https://circul ars.gov.ie/pdf/circular/education/2011/72.pdf>