

NEW LONDON PERFORMING ARTS CENTRE

CODE OF PROFESSIONAL CONDUCT FOR TEACHING PERSONNEL

FUNDAMENTAL PRINCIPLES

A teacher should:

- Behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.
- Strive for objectivity in all professional and business judgements.
- Not accept a teaching post or undertake work for which he or she is not competent or qualified.
- Carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her.

Integrity

A teacher should:

- Uphold and enhance the good standard and reputation of the centre.
- Work in a collaborative and co-operative manner with other NLPAC teachers.
- Not attempt to influence or intimidate any examiner at any examination or a judge at a competition.

Objectivity

A teacher should:

- Work in an open and co-operative manner with students and families.
- Ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.
- Actively help to promote their classes.

Teachers are a direct representative of NLPAC and it is therefore expected that all members of staff are supportive of the centre and each other.

Competency

A teacher should:

- Acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner.
- Assist professional colleagues, in the context of his or her own knowledge, experience and sphere of responsibility, to develop their professional competence.
- Undertake continuing professional development to ensure knowledge and practice remains current as required by his or her individual awarding body(ies) and/or NLPAC.

Courtesy and consideration

A teacher should:

- Always act in such a manner as to promote and safeguard the interests and well-being of students.
- Justify student trust and confidence.

Health and Safety

A teacher should:

- Be aware of NLPAC's Child Protection policy and undertake Criminal Records Bureau enhanced disclosure as required.
- Ensure that teaching facilities are adequately maintained.
- Abide by Health and Safety statutory legislation requirements, understand his or her responsibility in case of a medical emergency and report incidents to the NLPAC office.
- Ensure that all fire regulations are adhered to.

STANDARDS OF GOOD PRACTICE

Teachers should:

- Apply appropriate teaching aims and assessment procedures to students.
- Ensure that students and families have ample opportunity to communicate with their teachers.
- Use adequate and flexible teaching skills to create a productive learning environment.

Individual teachers will:

- Encourage communication between student and him/herself and other students.
- Communicate a love of dance/drama/music and encourage the art of dance/drama/music.
- Demonstrate professional attitudes, including punctuality, reliability and responsible care of students.
- Develop self-discipline and self-motivation in the students.
- Develop in the students an appreciation of the characteristic style of each specific discipline taught.
- Recognise and develop each student's potential and offer appropriate guidance for further progress.
- Recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner after asking permission from the child.
- Uphold the rules of their teaching society and NLPAC.

Student discipline procedure:

Teachers must explain to the student that their behaviour is unacceptable. If their bad behaviour continues, you should warn the student that they will be sent to the office. If there is no resolve, the student must be escorted to the office. The incident must be reported to the office and noted on your teacher register.

General rules:

- NLPAC T-Shirts must be worn by all staff members when teaching.
- Teacher registers MUST be completed for each class either on your tablet or by paper register and handed into the receptionist at the end of your class/es.
- Music must be kept to a safe and considerate level.
- Teachers must report to the reception area to call their class/student before EVERY class/lesson commences.
- Parents are not allowed in the studio/music room when a class is being held unless prior permission is gained from the office first.
- The studio/music room you are teaching in should be left in a tidy orderly manner at the end of the class.
- Teachers must not sell merchandise directly to their students.
- No money is to exchange hands between teachers and students or parents.

- Changes to class/lesson times/extra rehearsals are to be arranged through the office and NOT between teacher and pupil.
- Any books, dancewear etc. that the student needs to purchase, must be organized through the NLPAC reception and not directly with the student or parent.
- Teachers are expected to attend all NLPAC performances in which their students are featured.
- Ensure that your students abide by the rules of the centre and dancer health and safety in class.

UNDER NO CIRCUMSTANCES SHOULD A TEACHER DISCLOSE PERSONAL INFORMATION TO THEIR STUDENTS OR TAKE PERSONAL INFORMATION ABOUT THEIR STUDENTS. THIS INCLUDES TELEPHONE NUMBERS, ADDRESSES, EMAIL ADDRESSES, AND SOCIAL NETWORKING SITES. TEACHERS MUST NOT ACCEPT INVITATIONS FROM STUDENTS TO JOIN THEIR SOCIAL NETWORKING SITE. CONTACT WITH STUDENTS OUTSIDE OF THE CENTRE WITHOUT PRIOR ARRANGEMENT THROUGH NLPAC IS STRICTLY PROHIBITED AND COULD RESULT IN TERMINATION OF YOUR EMPLOYMENT WITHOUT FURTHER NOTICE.

I have understood and will abide by the NLPAC code of professional conduct as set out above during my employment

Signed: _____

Date: _____