



## Leading Learning Forward TSA

### Code of Conduct & Practice 2018-19

#### Purpose

The purpose of this Code of Conduct & Practice is to outline the key principles and standards which are required to ensure that the work and development of the Leading Learning Forward Teaching School Alliance (TSA) proceeds in a successful and positive manner.

#### Vision

**Leading Learning Forward** Teaching School Alliance, under the leadership of St Hugh's National Teaching School and North Lincolnshire Council, supported by key strategic partners, will drive forward and achieve significant progress in teaching, learning, leadership and governance with every partner and associate partner school, college and academy by:

- **Leading** the professional learning and development of teachers, support staff and leaders from initial teacher training (ITT) to newly qualified teachers (NQTs), subject-specific, middle and senior leadership across the alliance and beyond;
- **Educating** and engaging teachers, support staff and leaders, by providing access to excellent school-based and classroom focussed practice, across the alliance and beyond, which impact positively upon the specific and holistic needs of every learner;
- **Achieving** excellent levels of progress, attainment, professional learning and talent development within classrooms, schools and partnerships across the alliance and beyond;
- **Delivering** inspirational and sustainable training and support, underpinned by innovative research and development projects, in schools across the alliance and beyond.

#### Roles and responsibilities

The Strategic Board of Leading Learning Forward TSA is responsible for approving the Code of Conduct & Practice and for consulting with alliance partner organisations.

The Alliance Partnership Group is responsible for implementing the Code of Conduct & Practice on behalf of and within the remit of the Teaching School Alliance. Leaders and representatives of Alliance partner organisations are responsible for ensuring that the code of conduct & practice is adhered to by everyone working on behalf of or within the remit of the TSA.

The TSA Director, in association with the leader of each partner organisation, is responsible for managing the day-to-day implementation of the Code of Conduct & Practice.

## **General principles**

Leading Learning Forward TSA has a set of key principles and values which underpin its work. Everyone who works on behalf of or within the remit of this TSA is expected to adhere to the following:

- ✓ To be outward facing, working with honesty, trust and a shared moral purpose to get the best possible outcomes for all of our children and young people;
- ✓ To recognise, aspire to, celebrate and achieve excellence for all of its members;
- ✓ To be self-improving, focused on improving outcomes for all stakeholders and achieving best value;
- ✓ To be committed to delivering the most effective CPD and leadership development making significant impact on classroom practice and the progress of students;
- ✓ To contribute to the creation of a local, regional and national model of excellence which is innovative and impacts positively on educational landscape;
- ✓ To be rigorously focused on quality assurance standards and progress.

## **Attending meetings within the TSA**

It is expected that everyone attending meetings within the TSA will:

- ✓ Arrive in good time for the start of the meeting
- ✓ Read the agenda and papers provided in advance of the meeting
- ✓ Contribute thoughtfully and respectfully to the business of the meeting
- ✓ Share relevant information from the meeting with colleagues, where appropriate
- ✓ Deliver responses to any action points promptly and before the date given

## **Attending meetings outside the TSA**

It is expected that everyone attending meetings outside the TSA will:

- ✓ Allow time for travel and arrive before the start of the meeting
- ✓ Read the agenda and papers provided in advance of the meeting
- ✓ Contribute thoughtfully and respectfully to the business of the meeting
- ✓ Represent the interests, principles and values of the TSA with good faith
- ✓ Share relevant information from the meeting with colleagues, where appropriate
- ✓ Deliver responses to any action points promptly and before the date given

### **Attending TSA events (including courses, workshops and conferences)**

It is expected that everyone attending TSA events (including courses, workshops and conferences) will:

- ✓ Allow time for travel and arrive well before the start of the event
- ✓ Read and engage with any papers or information provided in advance of the event
- ✓ Contribute thoughtfully and respectfully to the event
- ✓ Uphold the interests, principles and values of the TSA
- ✓ Engage positively with other delegates attending the event
- ✓ Provide an honest and considered evaluation of the event

### **Delivering training and support for the TSA**

It is expected that everyone delivering training and support for the TSA will:

- ✓ Maintain communication with the office in advance of delivery
- ✓ Respond promptly to phone calls and emails
- ✓ Adhere to the charging policy and protocols of the TSA
- ✓ Allow time for travel and arrive well before the start of delivery
- ✓ Be well prepared and practised for delivering training and support
- ✓ Uphold the interests, principles and values of the TSA
- ✓ Engage and encourage positive contributions from those attending
- ✓ Provide an honest and considered evaluation of the training and support delivered
- ✓ Respond promptly to any comments or requests following delivery

### **Delivering school-to-school support for the TSA**

It is expected that everyone delivering school-to-school support for the TSA will:

- ✓ Maintain communication with the office in advance of delivery
- ✓ Respond promptly to phone calls and emails
- ✓ Adhere to the principles, charging policy and protocols of the TSA
- ✓ Undertake to visit or speak to the headteacher of the school in advance
- ✓ Allow time for travel and arrive well before the start of support
- ✓ Be well prepared and practised for delivering appropriate support
- ✓ Uphold the interests, principles and values of the TSA
- ✓ Engage and provide positive encouragement from those being supported
- ✓ Provide an honest and considered evaluation of the support delivered
- ✓ Respond promptly to any comments or requests following delivery of support

### **Managing and engaging with the finances of the TSA**

It is expected that everyone managing and engaging with the finances of the TSA will:

- ✓ Uphold the interests, principles and values of the TSA
- ✓ Be scrupulously honest and manage all financial matters to time and to budget
- ✓ Respond promptly to requests for invoices, payments and accounts

### **Promoting the work and benefits of the TSA**

It is expected that everyone promoting the work and benefits of the TSA will:

- ✓ Promote the work and benefits of the TSA in a positive manner
- ✓ Uphold the interests, principles and values of the TSA
- ✓ Provide clear, helpful information and advice, where and when appropriate

### **Receiving and sharing TSA information**

It is expected that everyone receiving and sharing TSA information will:

- ✓ Uphold the interests, principles and values of the TSA
- ✓ Share information with a sense of openness and trust
- ✓ Treat the information received with respect and confidentiality, where appropriate
- ✓ Provide thoughtful and considered responses to the information received, when required

### **Quality assuring work within and on behalf of the TSA**

It is expected that everyone quality assuring work within and on behalf of the TSA will:

- ✓ Uphold the interests, principles and values of the TSA
- ✓ Undertake effective and informative monitoring activities
- ✓ Provide considered quality assurance reports and feedback, when and where required

### **Representing the TSA at external events and functions**

It is expected that everyone representing the TSA at external events and functions will:

- ✓ Allow time for travel and arrive before the start of the meeting
- ✓ Read any information provided in advance of the meeting
- ✓ Represent the interests, principles and values of the TSA with good faith
- ✓ Share relevant information with those attending, where appropriate
- ✓ Ensure that contacts made and information received is shared, where appropriate