



## Professionalism at Westfield Academy

*It is vital that as professionals we act accordingly with stakeholders at Westfield Academy.  
It is expected that we model this professionalism in our work and interactions.*

- **It is expected that Staff...**

- Model good behaviour
- Treat others as we wish to be treated
- Be polite and show mutual respect
- Be punctual for work, meetings and lessons
- Be prepared and equipped for our day
- Embrace our school ethos and engage with the organisation
- Be familiar with school systems and consistent with their application
- Maintain a positive attitude to our work environment
- Show awareness of the needs of those around us
- Respond to communications appropriately and in a timely manner
- Allow ourselves the opportunity to reflect on our professional role
- Use CPD to develop expertise
- Share good practice
- Welcome and support new practitioners to the school and profession
- Dress appropriately according to school policy
- Behave responsibly in and out of work, particularly in Watford and the local area; apply this principle to our use of social media (do not allow ourselves to be 'followed' or 'liked' by a student or their family)
- Use the most secure privacy settings when using social media setting.
- Discourage idle gossip or rumours with all stakeholders
- Create our personal brand of work life balance
- Use line managers as first point of contact – seek help and advice
- Be mindful of the environment and discreet when discussing sensitive issues

- **It is expected that towards pupils we should:**

- Welcome students at the classroom door
- Smile
- Start each lesson fresh and do not hold grudges
- Be prepared and punctual
- Maintain an enthusiastic approach in every lesson
- Be mindful of students and respect the difficulties they may experience
- Know who our students are and how to support their learning

- Provide suitable resources that match student's ability, and allow them to make progress
- Maintain a respectful and calm approach when we address our students
- Follow our behaviour system consistently
- Show consistency, fairness and respect in how we treat our students. Avoid idle consequences or threats
- Listen to students and take their concerns seriously
- Give students confidence and foster self belief
- Respect diversity of culture and beliefs
- Ensure students are calm and respectful of the environment, including school trips
- Set and maintain high expectations in the school environment
- Provide a safe learning environment
- Exercise caution when sharing sensitive/personal information
- Mark books regularly and provide feedback
- When contacting students only use school email
- Adhere to safeguarding procedures
- Avoid discussing students negatively with individual students or the whole class
- Avoid inappropriate conversations with colleagues in front of students
- Remember we may be a friendly teacher but, not a friend

***Respect** is earned, **honesty** is appreciated, **trust** is gained and **loyalty** is returned.*