

# Specialist Leaders of Education (SLEs)

Collaborate, Learn, Improve



## SLE Professional Code of Conduct

### SLEs will:

- Keep student progress, performance and well-being at the heart of all activities.
- Observe strict confidentiality in relation to information about students, staff, parents and governors in client schools; undertaking appropriate sharing of information with North Somerset Teaching Alliance.
- Never share any information about the client school with anyone other than the client school or North Somerset Teaching Alliance.
- Always be open with North Somerset Teaching Alliance about any issues or concerns that may arise during deployments.
- Check emails regularly. Respond to all emails within 3 working days.
- Remember that all emails should be written in a professional manner and should be saved as evidence of correspondence.
- Only use documentation from a client school for the purposes of the SLE improvement contract unless with the express permission of North Somerset Teaching Alliance and the Headteacher of the client school.
- Always act in a courteous manner by being positive, following school protocol and policies and always reporting in at the school office/Headteacher on arrival at the school.
- Demonstrate integrity by being constructive, building the self-esteem of staff and never criticising another member of staff/school/MAT/Local Authority policies or practice.
- Always be well organised by:
  - Being well prepared for any visit or telephone call
  - Agreeing and confirming dates (by email) for outreach work with the schools concerned
  - Being punctual and having ready the relevant resources
  - Reporting and recording progress and actions at the end of each visit (if appropriate)
- Wear professional dress that is suitable for school visits and meetings.
- Wear a name badge, take a piece of photographic identification when visiting schools and offer your DBS number.
- Inform the Teaching School/Teaching School Provider, as soon as possible, if absent from school and are due to undertake a piece of work.
- Always broker work through the North Somerset Teaching Alliance who will centrally track and report on activities.

