



Code of Practice

Student Teachers on Field Placement

Preamble

1. To maintain the honour and dignity of the profession, and promote educational quality, student teachers should observe core ethical values and adopt appropriate professional conduct at every stage of their development during their course.
2. The main objective of this Code of Practice is to provide guidelines to you, the student teacher, in relation to your duties and obligations during your practicum. In addition to this document, you are strongly advised to read the Teachers' Code of Ethics and Practice (2012, Ministry of Education and Employment) paying particular attention to the Key Principles.

Working with the school

3. You should respect the hosting school's aims and policies, including its dress code.
4. You should adopt a professional attitude towards your hosting school and fellow student teachers.
5. During Teaching Practice you should regard yourself as part of the school's teaching staff.
6. You are expected to conform to the established ethos of the hosting school and should respect and follow the school's code of ethics.
7. You must arrive at school at a time stipulated by the school administration every day of the teaching practice and be present at school all day.
8. You are encouraged to join in the various activities – professional and extra- curricular – organised by the school.
9. While you are encouraged to plan your own material, you should ensure that the overall programme of learning is not interrupted. It is therefore crucial for student teachers to liaise with the class/subject teacher.
10. You should seek to develop effective working relationships with the cooperating teacher, the learning support assistant, the rest of the staff, including ancillary staff, and other student teachers.

11. If your Teaching Practice is in a Primary School, you may be asked to release the class for one afternoon a week so that the classroom teacher can keep contact with the learners. You are to remain on the school premises during this time.

Working with Learners

12. You should seek to promote the intellectual, physical, moral, social, emotional, creative, and cultural development of all learners.
13. Your learners should see you as an approachable person, however you should maintain professional distance inside and outside school. You should avoid inappropriate physical contact and any other intimacy. This includes inappropriate social media communication. Only institutionally approved network communication sites (such as Fronter) should be used to communicate with learners, and the content of communication should not be of a personal nature but of a professional nature.
14. You should not take advantage of the professional relationship that develops during Teaching Practice for your own personal benefit by giving private tuition to your own learners in any form.
15. As student teachers you should be responsible for providing good quality learning opportunities for the learners in your class/es during your Teaching Practice period.
16. You are to attain good knowledge of the learners under your care, their needs and potential so as to plan your teaching in a manner that addresses their unique processes of growth.
17. You are to have a good understanding of the aims and objectives of the whole syllabi of the particular levels and subjects you are teaching to be able to connect your teaching within the Teaching Practice period with previous and future learning experiences of the learners.
18. You are expected not to stigmatise or label any learner, nor engage in unfair or discriminatory treatment of them on any grounds. Any sexist, racist, homophobic or disablist comments or behaviour could lead to disciplinary measures taken against you. You are also expected to ensure that learners in your class do not discriminate on these grounds.
19. Should you observe any unusual behaviours or symptoms in a learner that could indicate an underlying health or social problem, refer to the School Management Team for guidance.
20. Physical, verbal, emotional and sexual abuse of learners will lead to disciplinary measures.

Working with Parents

21. You are encouraged to develop and maintain a positive relationship between home and school under the guidance of the Head of School or a member of the Senior Management Team is a desirable practice.

22. You are expected to respect parents, guardians and carers in their capacity as partners in the educative process.
23. You are encouraged to promote the active participation of parents, guardians and carers in the education and welfare of children.

Working with your Examiners

24. You should send a copy of your timetable and calendar of events to your Examiners and the Field Placement Secretary as soon as these are made available to you by the school.
25. You must always inform your Examiners in good time of any activities and or changes to your timetable.
26. The Teaching Practice File and other materials/resources including all Examiners' reports should always be available in class during Teaching Practice.
27. Student teachers encountering difficulties in their Teaching Practice should attempt to resolve the situation by discussing it immediately with their University Examiners, the school administrators, mentor (where applicable), and the Field Placement Coordinator.

Procedures

28. You are strongly advised not to engage in activities (e.g. employment) which could interfere with the time and energy required to prepare lessons and teach effectively during the Teaching Practice period.
29. In case of absence from school due to illness, you should inform your Examiners, the School Management Team, and the Field Placement Secretary as early as possible. You must also submit an original medical certificate, together with a medical note to the Field Placement Secretary within 24 hours.
30. In exceptional circumstances, student teachers may seek to obtain permission from the Field Placement Coordinator to absent themselves from school especially for medical appointments. Unapproved absences from school during Teaching Practice are not tolerated. Student teachers will be required to make up for approved absences.
31. Any breach of this Code of Practice brought to the attention of the Field Placement Coordinator shall be referred to an ad hoc Disciplinary Board appointed by the Board and may result in a recommendation to Senate for dismissal from the Course.