



# PRIMUS PRIVATE SCHOOL – DUBAI

## STAFF CODE OF CONDUCT

### STAFF DUTIES AND RESPONSIBILITIES

You are requested to keep the following points in mind: -

- ✓ To sign the Muster Roll kept in the Supervisor room by 8.00a.m. for the staff. A red line will be drawn for a teacher who reports late. If you know you are going to be late in the morning, please call the school and inform the class Principal / Supervisor.
- ✓ To be punctual while reporting to classes, assemblies, activities, and any duties that have been assigned to you and for all staff meetings.
- ✓ To avoid sending students out on errands during class hours.
- ✓ To ensure that the syllabus and correction work is completed at least one week before a Test/Exam. Omission of any topic can be done only with the approval of the Supervisor.
- ✓ To stick to all deadlines and make an effort to complete a given assignment of time.
- ✓ To ensure that no class is left unattended and to ensure that a substitution class is meaningfully engaged.
- ✓ To submit a report of any workshop/meeting attended, within a week to the concerned Supervisor.
- ✓ To train the students to arrange the tables and chairs in a neat way before they leave for the day.
- ✓ To inculcate good manners in your students.
- ✓ To ensure that discipline is maintained at all times.
- ✓ To report for Assembly and dispersal duties. Teachers are expected to accompany their students for Assembly and also during dispersal.
- ✓ To remember that refusal to sign a memo sent to you is tantamount to insubordination and will be viewed seriously.
- ✓ To ensure that you seek permission from the supervisor / principal if you are to leave the campus during school hours.
- ✓ A teacher who wants to resign has to give two months' notice period. **Clearance form** can be got from the Supervisor.
- ✓ You will be assigned an area for break-time supervision. Please check the notice board in staff room to find your area. It is important that you are in your area on time and

ensure that students are behaving appropriately.

- ✓ Co-ordination reports are to be submitted to the supervisors after every Co-ordination meeting. These reports are to be given two days after the meeting.

### **DISPLAY BOARDS**

Display boards in the corridors are assigned to all the teachers. It is the responsibility of the teachers to display appropriate material on their board and to update and change the material every term.

### **PHOTOCOPYING**

This office is always very busy so please give at least 24 hrs for photocopying work to be done on a large scale. Students should not be sent to the photocopying room.

### **TRANSPORT**

Teachers using school transport are on duty whenever they are traveling on a school bus.

You are responsible for ensuring that there are no disciplinary problems on the bus and that all pupils are in their seats and are behaving safely, appropriately. In the case of an emergency please inform the Schools' Administrative Officer and contact the police or ambulance on 999. The children under your charge should be helped to board the bus and other vehicles safely. Class teachers should appoint the monitors for transport. Please ensure that the Administrative Officer is informed of your transport requirements at least 24 hours prior the actual need.

### **GUIDELINES FOR CLASS TEACHERS ONLY:**

- ✓ A new admission should not be admitted into the class without an **admit slip** issued from the Office. Special care should be taken to ensure that these children are put under the care of another student who will help them adjust to their new surroundings.
- ✓ Class teachers are to accompany their classes to the Assembly and are to monitor them while the Assembly is on.
- ✓ Checking of school bags to ensure that books are brought according to the timetable and that unwanted articles/toys are not brought to school is the responsibility of each teacher.

- ✓ To ensure that a well planned Timetable is given to the students with specification in the various subjects. Example: English-6 periods; 2 periods for Grammar; 2 periods for literature Reader; 1 period for Poetry; 1 for oral work, etc.
- ✓ To ensure that all circulars are given out to the students and Acknowledgement Slips are collected back.
- ✓ To inculcate a sense of hygiene and cleanliness in your students and your surroundings.
- ✓ To monitor the condition of all classroom equipment's and to report any problems to the Administrative Officer/Supervisor.
- ✓ To ensure that unapproved students are being monitored closely and to follow up on submission of documents those are required for their approval.
- ✓ To train your students to save on water and electricity and ensuring that taps are not left open and that all lights, fan and the A.C. are switched off when the room is not in use.
- ✓ To be careful while reporting numbers relating to student details.
- ✓ Class monitors are to be well trained and are to be instructed that in the absence of a teacher the class has to be engaged in some meaningful exercise.
- ✓ EXIT PASSES: Children leaving the campus have to get an Exit pass from the reception. Likewise a teacher leaving the campus for any personal work has also to get an exit pass from the Supervisor.

### **RULES FOR STRIKE-OFF CASES**

A Child's name is to be given for strike off:

- ✓ If he/she has been absent for at least two months without notice and if/she has at least two months fee dues pending.
- ✓ Names of children who have not reported back or on telephoning the parent/guardian you are told that they will not be coming back.

### **GUIDELINES FOR NEW RECRUITS**

- ✓ To fill in the **staff identification form** and submit the same to the HR department within oneweek of joining.
- ✓ To meet the Vice Principal and submit required documents for your appointment.
- ✓ To keep in touch with the Arabic Secretary to ensure that there is no delay in getting

your Ministry Approval.

- ✓ To feel free to approach a Senior Staff for any help required.
- ✓ To meet the Administrative Officer for processing your work permits.

### **CLASS RECORD BOOKS:**

Before the onset of the Summer Holidays and at the end of the academic year all Record Books are to be completed and handed over to the Supervisor.

### **ATTENDANCE REGISTERS:**

- ✓ Names of students are to be entered in full and in the alphabetical order between the lines. Unapproved Names i.e. Names of new comers are to be reflected in pencil at the bottom till they are approved after which they can be reflected in blue ink in the proper order
- ✓ All details are to be entered in only *Blue ink & Red ink*. Avoid using white ink in the Registers and ensure that registers are neatly maintained.
- ✓ Registers are to be closed on the last working day of each month and are to be submitted to the Supervisor for verification.
- ✓ Registers are not to be taken out of the school campus without permission. All registers are to be sent back to the Staff Rooms after attendance is marked for the day before the second period begins.
- ✓ The Index pages are to be filled accurately and this exercise is to be completed every year by the 15<sup>th</sup> of May.

### **LESSON PLANS**

- ✓ Daily lesson plans are to be written every week and to be submitted on every Sunday morning.
- ✓ Lesson plan is supposed to be with you at all times. When your class is being observed please submit the lesson plan to the Supervisor.
- ✓ All test/exam marks are to be entered in the Mark book.
- ✓ At the "Open House" Parents' signatures are to be reflected in the Parents feedback book and absentees highlighted.
- ✓ Detailed syllabus is to be entered at the onset of every term.

## **REPORT CARDS**

- ✓ Report Cards are to be collected from the Book Store.
- ✓ All details are to be entered carefully and correctly. Remarks entered in the report card should be constructive and no white ink is to be used. Likewise no negative remark is to be entered in the Report Card.
- ✓ At each “Open House” held after every term the Result Sheet is to be given out to the Parent after the signature is obtained. At the end of the Academic Year the whole Report Card is returned to the Parent.

## **PUPIL’S REPORT**

Reports for every pupil are filled at the end of each term. Please try to keep your comments informative, helpful and constructive. You should write your reports in blue/black ink and ensure that your writing is legible. When all subject teachers have filled in their marks and comments, submit it to the Supervisor.

## **CORRECTION OF NOTE BOOKS AND WORKSHEETS**

- ✓ Notebooks and worksheets are to be checked carefully and periodically. Books have to be checked either during your free periods or at home and should be done after an exercise has been completed and not after a whole unit has been taught.
- ✓ A notebook or name list has to be maintained by every teacher to ensure that all students’ books have been checked – chronic cases have to be reported to the Parents and Supervisors.
- ✓ Special emphasis is to be laid on the neatness of work and maintenance of all books.
- ✓ In the Primary/K.G. level, a lot of encouraging remarks are to be featured in the note books.
- ✓ Teachers are to prepare relevant worksheets or plan relevant exercises on the completion of a unit. This needs the approval of the respective Subject Coordinator.
- ✓ Notebooks/Worksheets collected for correction must be returned to the child within three days.
- ✓ All correction work is to have been completed at least a fortnight in advance before a test/examination.
- ✓ All work is to be dated and the teacher’s date and signature must be seen on the

pages that have been checked.

- ✓ Maps and diagrams must be done in General Science and Social Studies.
- ✓ Work, which is incomplete, must be rechecked after completion.
- ✓ Teachers are to ensure that students do their corrections after each exercise has been checked.

## **MODE OF CORRECTION**

### **ENGLISH/ II LANGUAGE/ ARABIC**

All corrections are to be thorough. Special emphasis is to be laid on checking the language, spellings, etc. Grammar exercises can be checked by the students under your supervision.

### **MATHEMATICS**

To be done regularly. Errors committed are to be corrected by the students. Follow up on correction work by the teacher is very important.

### **GENERAL SCIENCE/SOCIAL STUDIES**

Spellings are to be checked carefully. Students are to be encouraged to write their own answers. Teachers are to ensure that all facts or points mentioned are correct. Project work on every unit is to be encouraged.

### **GENERAL HINTS:**

- All mistakes are to be underlined and the correct spellings are to be reflected above it. Exhausted
- Eg: esauted
- A remark written once must be struck off if the work has been completed.
- Remarks like “Neat Work”, “Good”, etc. are to feature quite frequently as this encourages the child to do even better.
- Diagnostic remarks must be present. These remarks explain to the child/parent areas where improvement is possible and how this can be achieved.