

Addington's Agreed Professional Standards

(Reviewed December 2016)



Some days we will be more effective than others, but we will always need to put the needs of the pupils first.

We can't always be perfect but we can always do our best!!

Professional standards that we expect from each other

1. Respect – for each other's abilities or skills / everyone's views are valued
2. Team work
3. Punctuality
4. Sense of humour
5. Support
6. Flexibility
7. Reliability
8. Trust
9. Confidentiality
10. Honesty
11. Courtesy
12. Praise
13. Initiative / anticipation
14. Motivation / desire to be here for the right reasons
15. Be quick to share
16. High levels of organisation, planning, paperwork and time management
17. Recognise that some staff may be able to build a more effective rapport with some students



Behaviours that you expect from a supportive team member

1. Communication – and at the appropriate time respecting people's boundaries
2. Trustworthiness
3. Punctuality – good time keeping is essential to a smooth running environment
4. Recognition of others' stress levels
5. Listening / giving you time
6. Initiative – offer of help 'here to help'
7. A sense of humour
8. Constructive, positive approach to problems, solution focused, learning from problem solving



9. Support each other in challenging situations
10. Flexibility
11. Patience
12. Confidentiality
13. Support
14. Respect
15. Praise where it is due - for 'going the extra mile'
16. Staying calm
18. Respect for school environment / keeping all areas clean and tidy
19. High standards of work and care
17. Treat people fairly / equally / don't pass on any gossip about anyone
18. We bring our weather with us / our mood definitely impacts on other staff and pupils

Qualities that you expect to see from an effective team

1. Good communication / openness
2. People can't read your mind – share professionally how you feel what you think
3. Planning / preparation – all members taking a fair share of workload
4. Positive attitude / ethos / enthusiasm – Focus on what we can do rather than what we can't do
5. Supporting each other / working together / sharing the load / contributing to the common goal
6. Happy / sense of humour
7. Praise
8. Confidentiality
9. Respect for surroundings / maintain high standards
10. Flexibility in team working
11. Co-operation
12. Respect / consideration / sensitivity towards others
13. Rotation of less pleasant tasks – recognising each others strengths and learning from each other
14. Proactive
15. Listen / attentive – follow plans, interventions, Behaviour Management Plans consistently
16. Patience
17. Appropriate dress code
18. Place more emphasis on the positive rather than on the negative



We have also signed up to the Wokingham Code of Conduct for all staff and expect everyone at Addington to agree to and abide by this code.