

Class Teacher



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RECRUITMENT INFORMATION PACK

The Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations. An unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Committed to the notion of 'raising aspirations to fulfil potential' Ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

All members of our UET are valued for their individuality and nurtured to ensure high levels of success through creative approaches which develop people with a passion for learning, ability to be adaptable and supportive of all within our community.

JOB DESCRIPTION

Job Description	
Job Title	Class Teacher
Location	Unity Education Trust – Great Dunham Primary School
Grade	STPCD – Main Scale
Responsible to	Head Teacher School Governors Unity Education Trust
The post holder will need to liaise effectively with	Staff team Support staff Parents and Governors Representatives from UET

Role and Context	
Job Purpose	<ul style="list-style-type: none">• Fulfil the professional responsibilities of a teacher in accordance with the STPCD• Meet the expectations set out in the Teachers Standards• To carry out the functions as reflected in the Visions and Aims of Great Dunham Primary School and Unity Education Trust
Context	Great Dunham Primary is a small, rural school situated 4 miles north of the A47 between Dereham and Swaffham. We currently have 50 pupils on roll, in three mixed ages classes. Children come from our catchment of Little Dunham and Great Dunham, as well as surrounding towns and villages. There are 11 members of staff (including this post), all working together to provide high quality learning for our children.

Duties and Responsibilities
<ul style="list-style-type: none">• To create a stimulating, well-organised, safe and attractive learning environment – encouraging high standards of work and relationships where all children can flourish.• In accordance with our long-term plans, deliver and review lessons which are appropriate to the age and ability of the children so as to facilitate progression in all pupils' learning• To organise and teach children in all areas of the primary national curriculum, in accordance with school and Trust policies and the statutory requirements and the Norfolk Agreed Syllabus for RE• Assess, record and report on the development, progress and attainment of the pupils in your class to other members of the school team, parents, governors and Trust members.• Be a good role model within school, displaying a consistency of approach to behaviour management• Support the ethos, vision and aims of the school and Unity Education Trust• Engage in professional development activities to enhance personal performance• Liaise with colleagues and work flexibly

- Provide feedback to parents and carers on a pupil's progress at parents' evenings, support plan meetings and in the annual written report.
- Attend meetings, carry out administrative tasks and duties as specified in the Staff Handbook
- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing pupils for external tests
- Promote the safety and wellbeing of pupils

Person Specification		
Qualifications	<ul style="list-style-type: none"> • Graduate with Qualifies Teacher Status • Recent and relevant professional development • Have an up-to-date knowledge of teaching and wider curriculum developments 	Essential Essential Essential Essential
Experience	<ul style="list-style-type: none"> • Knowledge and ability of planning, preparing and delivering lessons to mixed-aged classes • Know how to challenge and differentiate for children of varying abilities • Ability to promote a positive ethos and good behaviour within the classroom and around school • Ability to encourage independent learning and develop a growth mind set • Experience of subject leadership across the whole school • Successful experience of teaching in and up to date knowledge of the relevant phase • Direct and supervise support staff assigned to them, and where appropriate, other teachers 	Essential Essential Essential Essential Essential Essential Essential Essential Essential
Skills/Knowledge	<ul style="list-style-type: none"> • Able to use a range of ICT equipment to support learning • Good working knowledge of how to support children with specific special educational needs • Working knowledge of child protection procedures, health and safety procedures, Equalities Act, confidentiality and data protection policy and procedures • Work constructively as part of a team 	Desired Essential Essential Essential Desired

	<ul style="list-style-type: none"> • Strategies for school improvement – assessing needs, data analysis, coaching and mentoring staff within subject leader roles • Strategies and interventions for ensuring good behaviour management 	Essential
Personal Qualities	<ul style="list-style-type: none"> • Ability to promote the school and Unity Education Trust positively • A solution-focussed mind set and determined “no excuses” approach to raising standards • Ability to create a happy, challenging and effective learning environment • Reflective practitioner • Self-motivated and hard working • Able to initiate ideas and put them into practice • Good communication skills • Ability to inspire trust and confidence amongst others • Demonstrate an understanding of the importance of forming and maintaining positive relationships with children, parents and colleagues • Enthusiasm, commitment, discretion, patience, calmness, flexible and a positive outlook • Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school • Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality 	Essential Desired Desired Desired Desired Desired Desired Essential Essential Desired Essential Essential
Safeguarding	<ul style="list-style-type: none"> • Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies • Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary • Promote the safeguarding of all pupils in the school 	Essential Essential Essential

TERMS OF APPOINTMENT AND CONDITIONS OF SERVICE (for Teaching posts)

Joining us

Location

The post will be located at one of the Unity Education Trust bases specified in the advert. Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

Benefits

Salary

Salary is calculated in accordance with the provisions of the Schools Teachers Pay and Conditions Document.

Main Pay Scale / Upper pay scale dependent on experience

Salary is payable monthly by bank credit on the 19th day of each month and covers work carried out in that calendar month. Where this falls on a Saturday or Sunday, salary is accredited on the preceding Friday.

Teachers will receive not less than one-third of a year's salary for each full term's service in any school maintained by the Authority. For the purpose of these arrangements the three terms in each year shall be constituted as follows:-

The Summer Term from 1 May to 31 August

The Autumn Term from 1 September to 31 December

The Spring Term from 1 January to 30 April

NB: In accordance with Audit Commission anti-fraud powers, data from the County Council payroll system is periodically matched to other Government data.

Notice Periods

Other than in short-term temporary, fixed term or special educational needs contracts where a shorter notice period is specified in the letter of appointment, you are required to give two months (and in the Summer Term three months) notice of termination of employment, to terminate at the end of the (notional) school term. You are entitled to receive a similar period, or the minimum statutory provision under the Employment Rights Act 1996.

Pension/Superannuation

The post holder will have the opportunity to join the attractive Teachers Pension Scheme. Employees have various choices regarding pensions arrangements, and further details are available on request.

Conditions of Service

Conditions of Service are those laid out in the School Teachers Pay and Conditions Document.

Smoking

For the benefit of all employees all Unity Education Trust premises are a smoke free zone.

Requirements Of The Post

Hours of Work

This post is **1.0 FTE** and is governed by the provisions of the School Teachers' Pay and Conditions Document. This is a permanent post.

Medical Examination

The successful candidate must satisfy the school that they are medically fit to undertake full teaching duties under the provisions of the Education (Teachers) Regulations. In most cases the decision is made on the basis of a questionnaire.

Disclosure and Barring Service (DBS) Check

All appointments are also subject to formal clearance under the DBS regulations governing employees in schools with substantial access to children. If you have not already been cleared and clearance is not forthcoming your employment may be terminated. You will not be able to commence duties until this check is completed satisfactorily.

Flexibility/Mobility Policy

Unity Education Trust reserves the right to transfer its employees to alternative posts appropriate to their grade and/or to alternative work places as is considered reasonable.

Equal Opportunities

Unity Education Trust has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. Unity Education Trust also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- * persons over the age of 65
- * persons suffering from serious illness or mental disorder of any description
- * persons addicted to alcohol or drugs
- * persons who are blind, deaf or deaf without speech
- * other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- * any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are

carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as “spent” under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

Unity Education Trust is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a “Disclosure” of the existence and content of any criminal record from Disclosure and Barring Service (DBS). Unity Education Trust’s policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website www.unityeducationtrust.uk

Candidates are advised that they may be subject to an online check from information in the public domain.

Unity Education Trust is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact HR on HR@unityeducationtrust.uk

Please note the following:

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, Unity Education Trust will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £ 100.00) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.
- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.

- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees of Unity Education Trust will not be reimbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview, claims received after this time will only be paid under exceptional circumstances.

Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.

If you withdraw from the selection process or refuse an offer of appointment for a reason considered to be inadequate, expenses will not be paid.

If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.

Any interview expenses paid to successful candidates must be repaid in full should you leave Unity Education Trust within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.



POLICY	UET Code of Conduct (Disciplinary Guidelines)
STATUS/DATE OF THIS VERSION	Oct 2021
APPROVED BY	Board of Trustees
RATIFIED BY	Board of Trustees 19 Oct 2021
REVIEW	Autumn 2022

This policy is operated by all the schools in Unity Education Trust (as listed below).

There may be sections that are specific to one school and these will be added by the school either as an annex or in place of yellow highlighted sections below.

Any queries about the policy should be directed, in the first instance, to the Headteacher/Head of School:

- **Beeston Primary**
- **Garvestone Primary**
- **Grove House Infant**
- **Kings Park Infant**
- **Northgate High School and Dereham Sixth Form College**
- **The Pinetree School**
- **The Short Stay School for Norfolk**
- **Churchill Park**
- **Greyfriars Primary**
- **Highgate Infant School**
- **Kings Oak Infant School**
- **Wimbotsham and Stow Primary**
- **Magdalen Primary**
- **St Germans Primary**
- **Great Dunham Primary**

Discipline guidelines on conduct for employees

Contents:

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Misconduct

Gross misconduct

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Introduction

- 1.1 These guidelines, with examples, set out the types of conduct which would be considered unacceptable for school-based employees. These constitute the “Disciplinary Rules” which the Governing Board has adopted.
- 1.2 There are several rules dealing with particular situations (for example, reporting sickness and taking leave) and some particular types of work also have special rules applying to them. All employees are expected to know and to follow rules which apply to them. If an employee is unsure which rules apply to them or are unclear about the meaning of any rule, they should seek clarification from the Headteacher (or the CEO where the employee is the Headteacher).

Misconduct

There are two categories of misconduct - gross misconduct and general misconduct. These are outlined below.

Gross misconduct

This means that the employee does something that the Trust Board is entitled to regard as a fundamental breach of the employee’s contract of employment. If an employee did something like this, the Trust Board could not allow them to remain at work.

Any employee suspected of committing an act of gross misconduct may be suspended, with full pay (making the decision to suspend is subject to considerations by the CEO/Headteacher/decision maker to determine if suspension is necessary). If, after proper investigation, under the disciplinary procedure, it was decided that the employee had committed an act of gross misconduct, they would be summarily dismissed without further warning, unless there were exceptional mitigating circumstances.

The list of examples below is not intended to be exhaustive and offences of similar seriousness would receive the same treatment:-

- Failure to comply with the duty to report known cases of Female Genital Mutilation (FGM) in under 18 year old girls. [Read procedural information on Mandatory reporting of female genital mutilation on gov.uk.](#)
- Serious breach of the ‘*Guidance for safer working practice for those working with children and young people in education settings*’. [Read the guidance document.](#)

Examples of which would include: -

- Abusing the position of trust, such as using status and standing to form or promote relationships which are of a sexual nature or may become so.
 - Sexual contact, such as any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative. - Physical contact, such as assault on a pupil.
 - Accessing inappropriate images using the School's equipment or misuse of images of pupils.
- Dishonesty

Examples of which would include: -

- theft of property belonging to the school, contractor, partner organisation, client, other employees, pupils or persons in the school's care during the course of their employment. This could include abuse of a position of trust by receiving money or gifts from vulnerable service users.
 - deliberate falsification of timesheets, expense claims, claims for financial gain.
 - demanding or accepting monies or other consideration as an inducement for the use of the school's property, placing of orders/contracts contrary to established financial procedures or the showing of favour on behalf of the school.
 - acceptance of any gift or reward for the performance of official duties unless specifically authorised by the Headteacher or regarded by them as appropriate in the circumstances.
 - false, malicious or frivolous allegations or disclosures (whistleblowing)
 - false statements made when applying for appointment, especially, but not exclusively, in respect of qualifications which are a stated requirement of employment or which result in financial gain.
 - false statements made or failing to declare information that is required by statute and, through that, gaining an advantage e.g. shared parental leave and pay, childcare (disqualification) regulations 2009 etc.
 - failure to disclose unspent criminal convictions (or, in respect of posts exempt under the terms of the Rehabilitation of Offenders Act 1975, any conviction, irrespective of whether spent or not and whether incurred before or after appointment). This could include police cautions which form part of a criminal record.
 - failure to notify the school of a criminal charge or conviction that happens while employed by the school, irrespective of whether it occurs on or off duty. This will not normally affect employment unless the offence could damage public confidence in the school or make employment unsuitable or untenable.
 - covert recording of any meetings or proceedings, including disciplinary and grievance hearings and appeals.
- Deliberate and significant refusal to carry out a reasonable, lawful, and safe instruction or the normal duties of the post which constitute a fundamental feature of the job particularly, but not exclusively, where this causes a risk to the safety of others or has a negative impact on the education of pupils.
 - Gross negligence – a serious failure to exercise proper skill and/or care, for example misconduct undertaken with actual appreciation of the risks involved and/or serious disregard of or indifference to an obvious risk, bordering on recklessness. An example of this could be where an individual employed in a management position fails to fulfil their specific duties as outlined in the school Health and Safety Policy to ensure the safety of others.

- Infringements of safety rules or other negligent actions, which place the health and safety of the employee or other persons at serious risk.

Examples of which would include: -

- smoking in identified 'no smoking' areas containing combustible, inflammable or explosive materials.
- driving a school vehicle in a reckless manner that leads, or could have led to otherwise avoidable serious injury or death of other persons.
- being unfit to perform duties satisfactorily as a result of taking alcohol or drugs not in accordance with medical advice. This would particularly relate to:
 - employees while in charge of machinery, vehicles etc.
 - employees who are responsible for clients, school pupils, persons in care or members of the public.
- Wilful unauthorised disclosure of information or misuse of a position of trust in a manner which could be harmful to the school, its pupils, or employees, or for financial or other gain.

Examples of which would include: -

- the misuse of personal information on employees, school pupils or their families, clients etc.
- a failure to disclose a personal interest where an employee in a position of trust could enable a third party to make gain as a result of the employee's influence.
- Serious misuse of the school's property, including computers, telephones.

Examples of which would include: -

- inappropriate use of the Internet - see UET Acceptable Use policy for use of the Internet and social media available on the intranet or on request from the Headteacher. Examples of this would include excessive use, accessing, posting (i.e. on Facebook) or downloading pornographic or other unsuitable material, publishing anything that may breach the equality act e.g. anything considered sexist, racist, ageist, homophobic or anti-faith, conducting bullying, harassment and victimisation via social networking channels, e.g. posting photographs or offensive or threatening comments about colleagues – see Bullying and Harassment Policy P308 for further information
- unauthorised use of software e.g. uploading software in violation of copyright or downloading any software or electronic files.
- unauthorised access or allowing others unauthorised access.
- abuse of the facility to use computers for private purposes.
- sending emails that could be reasonably construed by the recipient as offensive.
- inappropriate use or excessive use of texts, mobile telephones.
- Acts of violence or vandalism in the course of employment directed towards members of the public, clients, contractors, partner organisations, school pupils or employees.

Examples of which would include: -

- malicious damage to property belonging to others.
- actual physical violence to or assault of others.
- physically or verbally abusive or threatening behaviour towards others.

- Sexual misconduct at work, or sexual relationships with people for whom the school has a responsibility of care, by those who have contact with them, in the course of work.

Examples of which would include: -

- School employees having sex on school premises.
- Unlawful discrimination or acts of victimisation or harassment on grounds of race, gender, disability, sexual orientation, age, religion or any other grounds. When investigating a racist incident, the Governing Board will take as its starting point the Home Secretary's recommendation in the MacPherson report (1999) for such an investigation; detailed as follows: *"A racist incident is any incident which is perceived to be racist by the victim or any other person."*
- Acts contravening data protection laws e.g. revealing any information that is confidential to the school/academy or any third party or disclosing personal data or information about any individual, colleague or pupil, which could be in breach of the data protection laws or for a purpose not originally intended or communicated or without permission of the individual (or parent/carer of the individual) to whom it relates, where consent is the legal basis for processing. Disclosure of personal details by a colleague who has information committed to memory (e.g. names of family members, phone number, car registration) may fall outside Data Protection law but not be common knowledge. Detriment may occur if such information were to fall into the wrong hands and determination as to whether the act constitutes gross or general misconduct may hinge on the impact or potential impact on the data subject. Both data processors and data controllers can be held accountable.

All employees are expected to report suspected data breaches using the breach reporting procedures.

- Abuse of office – Senior employees may have specific contractual obligations to comply with fiduciary duties. Where this is the case, failure to follow these obligations may constitute gross misconduct.
- Off-duty misconduct

This is behaviour, which in context of the nature of the employment fundamentally undermines the Governing Board's confidence or trust in the employee or where there is a real risk of the school being brought into disrepute. This does not relate solely to the reputation of the School but also to the suitability of the employee continuing in their job if the misconduct relates directly to employment.

Examples of which would include: - - any conviction involving drugs or sex

- a conviction for theft where the employee's job involves handling cash or valuable goods, entering clients' homes or access to sensitive information.
- any conviction for violent behaviour, for example affray, harassment, assault or criminal damage.
- inappropriate use of personal web pages and blogs, for example making defamatory remarks about the school, colleagues, pupils, governors or parents, misrepresenting the school, by posting false or inaccurate statements about the work of the school, including any information, sourced from the school, which breaches copyright, publishing any material or comment that

could undermine public confidence in them as employees of the school and/or in position of trust within the community,

- Acts contravening data protection laws: see para above 'off-duty misconduct' for further detail.

All employees are expected to notify their Headteacher (or Chair of Governors where the employee is the Headteacher) of any convictions incurred whilst employed, whether the offence occurred on or off duty.

General misconduct

Although this would be regarded as serious, it would not be seen as a major breach in employment relationship, and, for a first offence, a warning would normally be sufficient. Some more serious acts of misconduct might justify the issuing of a final warning in the first instance. The main purpose of any action taken by the Governing Board would be to ensure the employee modifies their future behaviour. Dismissal would normally only be appropriate where further substantial misconduct occurs beyond a final warning.

Examples of which would include: -

- Less significant breaches of the '*Guidance for safer working practice for those working with children and young people in education settings*'. [Read the guidance document.](#)
 - Physical contact, which is, non-sexual, non-violent but unnecessary and beyond insignificant.
 - Dress and appearance, such as, presenting for work dressed in an inappropriate manner.
- Absenteeism and lateness: -
 - failure to remain at the place of work during school sessions or working hours without sufficient cause for absence (e.g. attendance at official meetings off-site would be justified whilst going to the shops during working hours for a non-work related reason may be deemed misconduct).
 - failure to comply with sickness reporting and absence regulations.
 - failure to attend punctually at school or other place of work.
- Dishonesty: -
 - abuse of the facility to make private telephone calls.
 - sending personal mail at the school's expense.
 - failure to report loss or damage to any property connected with the employment.
 - failure to declare any financial, personal or social interests that could conflict with the school's interests. This includes improper use of position to gain an advantage or to disadvantage the school or any other individual or organisation.
 - failure to report driving offences where such offences may impact on the employment, particularly where driving is a requirement of the job.
 - failure to report a potential conflict of interest, e.g. where there is cohabitation and/or an intimate personal relationship between a manager and an employee who sits under them in the structure, which could result in accusations of nepotism or favouritism being levelled.
- Off-duty misconduct
 - less significant off-duty misconduct, i.e. that which impacts on the employment relationship but does not fundamentally undermine it, for example, inappropriate use of social networking websites that directly affects the employment relationships.

- establishing or seeking to establish social contact with students for the purpose of establishing a friendship, relationship or strengthening a relationship through social media or any other means of communication.
 - acting in an inappropriate manner towards children to such an extent that it could affect an employee's suitability to work with children, for example, physical violence against children.
- Other misconduct:-
 - failure to wear protective clothing, use protective equipment or adopt safe working practices where required by law or Governing Board and where this impacts on the employee only (as any failure that impacts on others would be considered as negligence or gross negligence).
 - negligent use of school's property in such a way as is likely to cause serious damage or loss.
 - unauthorised use of protective clothing, uniform, or other comparable items of the school's property while off duty.
 - employees must not gain personally from business transactions e.g. using a supermarket rewards card to receive points while using a school fuel card. - failure to comply with the school's policy, procedure and guidance e.g. 'no smoking', 'use of resources e.g. telephones (including mobile), printers, Internet (including Facebook), e-mails, iPods, etc.
 - failure to carry out, without good reason, the obligations which the law or the contract of employment place on the employee.
 - failure to comply with security guidelines e.g. computers, laptops, memory sticks.
 - insubordination and/or failure to carry out a reasonable, lawful, and safe instruction or the normal duties of the post where the impact of the failure is relatively minor.
 - negligence – general neglect of duty falling short of gross negligence.
 - allowing prejudice or bias to influence decision-making.
 - promoting personal political or religious views whilst teaching.
 - failure to adhere to government guidelines relating to the workplace, for example, failure to comply with Coronavirus self-isolation requirements
 - Inappropriate behaviour towards other people, whether members of the public, school pupils, partner organisations, other employees or members of the Governing Board.

Examples of which would include:-

- adopting persistently uncooperative or unhelpful attitudes, rudeness, abusive behaviour or offensive language and behaviour involving elements of discrimination, harassment or victimisation.

In certain circumstances this may constitute gross misconduct.

- Undertaking additional employment, which would be detrimental to the interests of UET and/or would conflict with the employee's own position, for example the Working Time regulations.

These guidelines do not try to cover every situation. They are an attempt to give an indication of the standards of behaviour or conduct that the Trust Board expects of employees. Offences of similar seriousness would receive the same treatment.

The Trust's Discipline / procedure should be referred to when dealing with any allegations of misconduct to ensure the process is handled in a way that is fair and consistent.

It is important to note that circumstances in which employees are protected against disciplinary action include circumstances where employees raise concerns about work that they reasonably believe is in the public interest, whether this be informally or through the Whistleblowing procedure.