



Staff Expectations and Responsibilities

Why a Code of Conduct?

Staff employed at The British School New Delhi, must meet the highest standards of responsible and respectful behaviour and be service oriented to other stakeholders, namely:

- Fellow staff, irrespective of their role
- Students
- Parents
- Board members

The actions and behaviours we exhibit affect the wellbeing of the whole community. This Code of Conduct states explicitly the type of conduct that is required of all staff in the performance of their duties and when interacting with the wider community. Staff members are accountable to students and their families, parents, colleagues, and the wider community. Consequently, we all need to be aware of our responsibilities, accountabilities and our vulnerabilities in our interactions and relationships with one another.

The British School Code of Conduct covers the four main areas of staff responsibility. The code originated from a staff workshop in January 2009, the findings of which were consulted upon and are reviewed from time to time.

Responsibilities to Students

As a staff member of TBS, my first responsibility is to contribute to the education and welfare of all students in my care. I respect the fact that each student is an individual and each student deserves respect and has dignity. This means I must:

- Help students achieve their potential.
- Be consistent, firm and fair.
- Provide a safe, secure and respectful environment in which students may learn.
- Build rapport, trust and professional relationships.
- Manage behavioural issues in line with the school's policy.

Responsibilities to Parents, Guardians and Families

As a staff member of TBS, I must build relationships with students' families that contribute to the students' education and welfare. This means I must:

- Establish relationships with parents based on transparency, accessibility, responsiveness and honesty.
- Show interest and sensitivity to the families' unique circumstances, for the benefit of the students.
- Make parents feel that the child is not just their child but our child.
- Communicate with diplomacy but without ambiguity, and in a timely manner.
- Respect family privacy and treat information with an appropriate level of confidentiality.
- Respond proactively when issues of health and safety arise.

Responsibilities to Colleagues

As a staff member of TBS, I must promote mutual respect and trust in my relationships with colleagues, irrespective of their background, nationality, culture, gender and their role at the school. I must assist newcomers to the school and behave in a way that enhances the status of staff at TBS. This means that I must:

- Build cohesion and teamwork whilst respecting individuality and diversity.
- Respect differences in others, their ideas and opinions.
- Be a supportive and critical friend to help promote excellence in teaching and learning.
- Adhere to deadlines.
- Respond to communications.
- Respect confidentiality.
- Be open to learn from others.

Responsibilities to the Employer and the Wider Community

As a staff member of TBS, I must do my best to fulfil my responsibilities to my employer and the community. This means I must:

- Follow contractual obligations.
- Provide a professional service which is responsive to the needs of an internationally minded community.
- Be sensitive to the cultural diversity of the community.
- Be even handed with all parents, irrespective of their backgrounds.
- Follow Indian law.
- Support decisions taken by the Board and by the Leadership Team.
- Promote and articulate the school's mission and aims.
- Wear appropriate clothing for the professional duties I hold.