

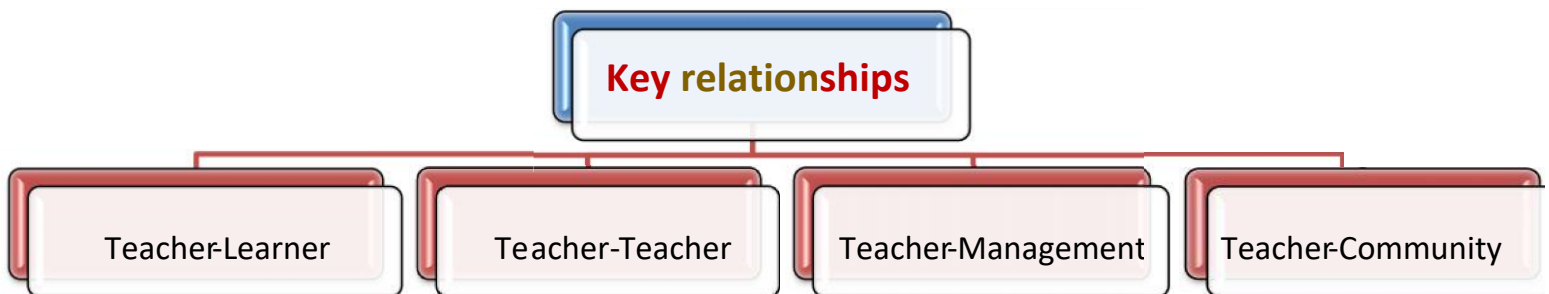
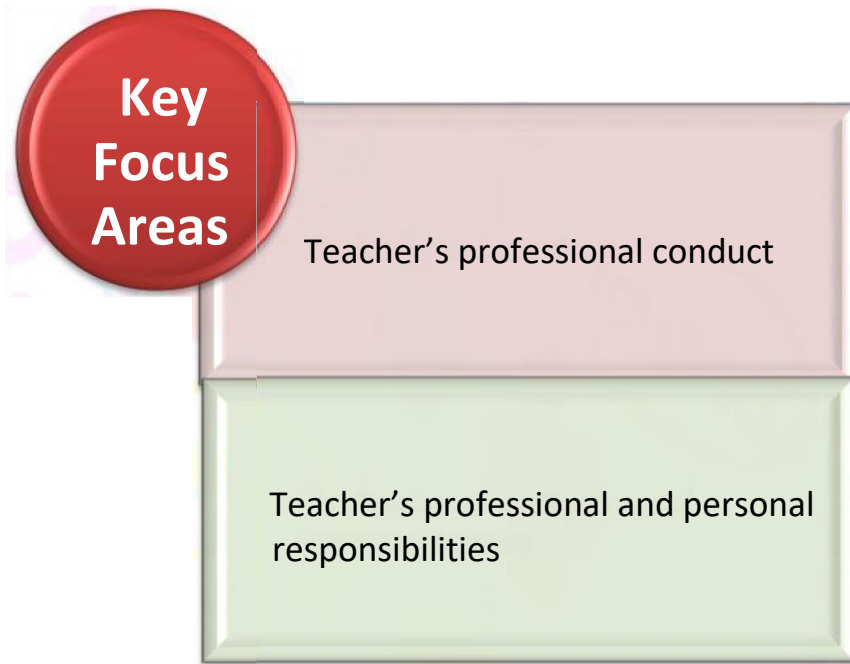
SFI CAMBRIDGE CITY SCHOOL UGANDA

TEACHERS' PROFESSIONAL CODE OF CONDUCT

Background

The management and administration of SFI Cambridge City School Uganda is stepping up its efforts to enforce internal and external policy compliance. The school is obliged to strictly follow the policy recommendations from policy entities and oversight guidance by the Board of Directors. It is also mandated to align with the recommended policy standards enforced by the Ministry of Education and Sports (MoES), Kampala Capital City Authority (KCCA) as well as other key policy segments. Following a series of administrative meetings, the school management in coordination with the Board of Directors resolved to undertake strategic policy interventions geared towards finding a lasting solution to a significant number of policy driven challenges stumbling the school's progress particularly challenges that potentially affect the school's reputation, staff performance as well as the school's academic performance. One of the key strategic programs and interventions is institutional policy formulation, policy adoption and enforcement. Apparently, the school has adopted a robust mechanism projected to facilitate enforcement of the school's external and internal policies especially policies that govern the professional conduct of our staff. We envisage that these policies will help to promote professionalism, foster a positive workplace culture, drive positive mindset change and trigger behavioral change practices among our staff. Moreover, this policy driven intervention will streamline operations, improve implementation of Cambridge Curriculum, and foster systems that promote transparency and accountability in the management of the school's resources.

Note that these policy guidelines and standards have been carefully and systematically formulated with precision without contravening Uganda's constitutional laws, Labor laws and HRM policies. They also align with external operational policy regulations enforced by the Ministry of Education and Sports (MoES), Education Service Commission (ESC) etc.



OVERVIEW OF THE JPSFIS TEACHERS' PROFESSIONAL CODE OF CONDUCT

A teacher shall;

- (a) conduct himself/herself in a professional manner and uphold the ethical standards, morals and core values of the school
- (b) undertake key initiatives that strive to promote the school's vision and mission
- (c) refrain from all forms of misconduct and pervasive behaviors that are likely to affect his/her reputation, as well as activities and actions that are likely to tarnish the school's reputation
- (d) avoid indoctrinating learners and colleagues with dogmas or tenets that derail them from their personal goals, and negatively impact the school and the learning environment
- (e) demonstrate his/her competence and skills and teach objectively, conscientiously with diligence, honesty and regularity
- (f) constantly learn, carry out research, master, upskill and implement the Cambridge curriculum changes
- (g) pursue knowledge from authentic and exclusively recommended sources and employ effective learning techniques, approaches and methods to induce learning and improve students' performance
- (h) respect the school authority (school leadership) and submit to instructions given to them for smooth running of the school
- (i) execute tasks that may be assigned or delegated to him/her with time
- (j) attend staff meetings and proactively get involved in departmental planning and implementation of various school programs and activities as may be required by the school management or delegated to him/her by a particular department over time
- (k) use proper and appropriate communication channels as well as departmental structures to communicate and articulate critical issues about the school and the students learning environment

- (l) design instructional materials, prepare schemes of work, lesson plans, records of work and avail them to the Director of Studies (DOS) or head of department for assessment, recommendations and decision making in order to ensure effective teaching and learning
- (m) in coordination with the disciplinary department, enforce school rules and regulations and help learners adopt positive learning behaviors in order to facilitate achievement of the learning outcomes and to boost students' performance
- (n) ensure optimal time management and meet deadlines for all school programs and activities
- (o) keep track of all students' records such as students' lesson attendance and assessment records for purposes of accountability to the school management and inspection by Ministry of Education and Sports etc.
- (p) refrain from disclosing any critical information about the school without approval from the school's authorities especially information that is intended to blackmail the school or affect the school's reputation
- (q) uphold the recommended dressing code of the school and dress decently and smartly while on duty both within the school premise or within the community during execution of specific programs delegated to him/her by the school authorities
- (r) assess the learners consistently, holistically, logically and effectively based on the recommended Cambridge Assessment International Education (CAIE) standards in order to enhance learning and students' performance
- (s) maintain a good rapport, healthy, positive and a cordial relationship with learners, parents, colleagues (co-workers), leaders and the community
- (t) proactively participate in various school's strategic programs and interventions geared towards marketing and improving the school's students' enrolment
- (u) ensure compliance with the school's external and internal policies, moral standards, constitutional laws, and all guidelines and policies enforced by the Ministry of Education and Sports, Kampala Capital City Authority as Education Service Commission and the government

- (v) refrain from all unethical and unprofessional programs and activities as well as acts of recidivism that are counterproductive and contrary to the strategic goals, core values, vision and mission of the school
- (w) ensure optimal and effective management of all departmental resources and to always return all resources in his/her custody to the principal or any other responsible staff upon cessation of his/her contract or when the stipulated deadline for using the resources is due

N.B In coordination with the School's Board of Directors, the school management shall periodically assess and review all the internal policies when deemed necessary in order to meet the set objectives and promote the school's vision

School Management.