**Southview School**

**Professional Expectations for all staff and visiting professionals**

**Southview School is staffed by dedicated and skilled professionals who work collaboratively for the best interest of the children and students in our care. As part of our working relationship we value, and fully expect, all adults, whatever their role in school, to adhere to the following principles:**

* To keep interruptions to teaching time to an absolute minimum.

*We recognise that classes may need to be interrupted on occasions but please consider the following before doing so;*

* Do you need to interrupt teaching time – can it wait?
* Please enter the classroom quietly and cause the minimum disruption possible, particularly if you need to speak to a member of the class team.
* Members of staff will need to speak to their immediate line manager to:
* Keep a mobile phone with them if you are waiting for an urgent call.
* Leave the class room.
* Deviate from agreed procedures / protocols (for example Behaviour Management Plans).
* All staff will have the opportunity to share relevant information about Children/Students and associated plans, share plans for the day and feedback on what’s working or not working. Learning Leads and Teachers will meet with their class teams promptly at 9am.
* All adults must ensure their physical contact with students is appropriate and professional within the context of a tactile and ‘hands on’ environment. This may be different for different parts of the school and will be decided by the Teacher/Learning Lead after discussing fully with the team.
* All adults must ensure their language is professional, appropriate and respectful when talking to children/students, as well as when talking to each other.

**Structure of Line Management**

|  |  |  |
| --- | --- | --- |
| **Your Role** | **Line Managed by / Reports to** | **Next level of line management** |
| Midday Assistant | Julie C | Carol P |
| Midday Lead | Julie C | Carol P |
| Teaching Assistants | Class Teacher / Learning Lead | Middle Leader – Charlotte M |
| HLTAs | Class Teacher / Learning Lead | Middle Leader – Charlotte M |
| Class Teacher / Learning Lead | Middle Leader – Charlotte M | Julian C / Carol P |
| Middle Leader – Charlotte M | Julian C / Carol P | Julian C / Carol p |
| Office Staff | Julie C | Carol P |
| ICT lead - Hollie | Carol P | Julian C |
| Site Manager - John | Julie C | Carol P |
| Support Assistants | Class Teacher / Learning Lead | Middle Leader – Charlotte M |
| Deputy Head – Carol P | Julian C | Gary S |
| Support Staff (PPG, Year 7 catch up) | Carol P | Julian C |
| Blended Learning | Julian C |  |
| Communication Team | Carol P | Julian C |
| Cleaning Team | John | Julie C |
| Business Manager – Julie | Carol P | Julian C |
| Visitors / Visiting Professionals | Julian C |  |
| Family Link Workers | Carol P | Julian C |
| After School Club | Lisa R | Julian C |
| Physical Wellbeing Coordinator | Carolynne K | Carol P |
| Personal Assistance Manager | Carol P | Julian C |
| Lifeguard & Pool Assistant | Julie P | Julian C |

Any issues will be addressed and should be addressed to, your immediate line manager. Unresolved issues should then be moved to the next level of line management with the Headteacher having ultimate responsibility.

**Updated September 2023**