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
Catering Team	Julie C	Carol P
Teaching Assistants	Class Teacher / Learning Lead	Julian / Carol P / Shane
HLTAs	Class Teacher / Learning Lead	Julian / Carol P / Shane
Class Teacher / Learning Lead	Middle Leader – Charlotte M	Julian C / Carol P / Shane
Middle Leader – Charlotte M	Julian C / Carol P	Julian C / Carol P / Shane
Office Staff	Julie C	Carol P
ICT lead - Hollie	Carol P	Julian C
Site Manager - John	Julie C	Shane
Support Assistants	Class Teacher / Learning Lead	Julian / Carol P / Shane
Deputy Head – Carol P	Julian C	Gary S
Support Staff (PPG, Year 7 catch up)	Carol P/Shane	Julian C
Blended Learning	Carol P/Shane	Julian C
Communication Team	Carly Dolden	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
Physical Wellbeing Coordinator	Carolynne K	Carol P
Personal Assistance Manager	Carol P	Julian C
Lifeguard & Pool Assistant	Physical Therapy Lead	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 2026