



Expectations

At Smile Leadership we value the commitment, hard work and dedication our senior leaders put into every assignment. As an agency, our high standards ensure that you are offered substantial assignments from our client schools and help develop a network for the future.

The following list of expectations must be adhered to on every assignment, and schools are encouraged to notify us should our staff fail to meet these standards. Gaining satisfactory referencing at the end of each assignment is imperative to ensure we have a clear understanding of business performance and the outcome of this can affect future offers of work.

We expect the following from our candidates:

1. To show full commitment to the post you have accepted, as if you were a permanent member of staff.
2. To adhere to the working hours agreed at the beginning of each assignment. If in doubt, as a minimum expectation, 8.00am to 4pm.
3. If you are going to be late/absent due to personal circumstances, you must inform the Smile Leadership office and your school contact prior to your start time
4. To carry a DBS and photo ID at all times.
5. To dress respectfully and appropriately in business attire, unless the assignment suggests otherwise.
6. To familiarise yourself with the school's disciplinary policies effectively, following this and Smile Leadership's guidelines at all times. To attend all after-school Senior Leadership meetings as required, inclusively of your role.
7. To attend all staff meetings, parents evenings and CPD training sessions, inclusively of your role
8. It is your responsibility to advise us in advance of any changes to your weekly schedule to allow us to update your timesheets accordingly.
9. It is your responsibility to advise us of any holidays you may require to allow us to update your timesheets accordingly.
10. The deadline for timesheets to be authorized is Monday at 4pm. Otherwise payment will be delayed until the following week.
11. Mobile phones must be switched off and stored away on school site.
12. We would fully expect you to handle any sensitive data in a discreet manner, adhering to the schools Data Protection policy.
13. The safeguarding of children should be your top priority, ensuring you follow the schools policies and procedures is your duty as a senior member of staff.
14. Stay in touch with your consultant on a weekly basis to provide feedback on your assignment.

Professional Standards

Safeguarding Children and Maintaining Welfare

- Ensure all children or young adults in your supervision are safe at all times.
- Always ask for support or help from SMT if you think your own actions could put pupils at risk
- Ensure that you take appropriate action if you observe another member of staff having a negative impact on pupils
- Always follow the school's child protection policies and procedures.
- Ensure that relationships with pupils remain professional at all times
- Ensure that you have read Part One of [Keeping Children Safe in Education.](#)

Professional Values and Relationships

- Senior leaders should always be committed to the best interests of the children in their care and be fair and objective
- Respect each individual's specific needs
- Develop positive relationships with every individual in the school community
- Work towards a culture of mutual trust and respect in every assignment

Professional Integrity

- Demonstrate honesty and integrity in all aspects of their work
- Respect the privacy of others and confidentiality of information gained in course of professional practice, unless there is a legitimate concern for wellbeing of an individual
- Represent themselves, their status and qualifications honestly

Professional Conduct

- Uphold the reputation and standing of the profession
- Take all reasonable steps in relation to the care of pupils and students in their care, to ensure safety and welfare
- Work within framework of relevant legislation and regulations
- Comply, respect and uphold all school policies, procedures and guidelines
- Report all incidents which impact on student/pupil welfare

Professional Practice

- Maintain high standards of all aspects of their professional practice
- Plan and communicate clear, challenging and achievable expectations for pupils and students
- Act in the best interest of pupils and students at all times

Diversity and Equality

Be committed to equality and inclusion and accommodate diversity that arises from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status.