



PASSION EDUCATION LTD

Policy Name: Staff Code of Conduct and Seniority Standards

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Staff Code of Conduct and Seniority Standards

1. Introduction

The reputation of Passion Education Ltd rests upon the calibre of its personnel. We require all staff to maintain high seniority standards in their pedagogy, communication, and professional conduct. This policy defines the expectations for those entrusted with the academic trajectory of our students.

2. Pedagogical Seniority

Staff are expected to be masters of their subject matter and the **APEX Framework**.

- **Forensic Precision:** Instructors must demonstrate the ability to perform forensic audits of student work, identifying specific failure points that hinder mastery.
- **Surgical Intervention:** During **100% live tuition**, staff must provide real time, surgical corrections to student prose and logic.
- **Preparation:** High seniority staff must review all student submissions at least 24 hours prior to the session to ensure the live lab is focused and efficient.

3. Professional Communication

As representatives of an elite institution, staff must model the highest standards of discourse.

- **Linguistic Standards:** All verbal and written communication must be in formal **British English**. The use of informal registers or slang is strictly prohibited.
- **Parental Liaison:** Staff must communicate with parents with professional seniority, providing objective, data driven updates on a student's progress toward **iGCSE or 11 plus** goals.

4. Digital Conduct and Environment

Since our alternative provision is delivered online, the digital presence of the staff must be impeccable.

- **Visual Standards:** Staff must conduct sessions from a quiet, professional environment with a neutral background. Professional attire is mandatory.
- **Technical Proficiency:** Instructors are responsible for the stability of their hardware and internet connection to ensure no disruption to the **8 Max** group dynamic.

5. Ethics and Safeguarding

High seniority staff are held to the highest ethical standards.

- **Safeguarding Compliance:** All staff must adhere strictly to the **Safeguarding and Child Protection Policy** and maintain a valid, enhanced DBS check.

- **Boundaries:** Staff must maintain professional boundaries at all times. Private communication with students outside of the Academy's sanctioned platforms is a breach of conduct.

6. Continuous Professional Development

To maintain their seniority, staff are required to participate in "Surgical Reviews" led by the **CEO** or **COO**. These sessions focus on refining the execution of the **APEX Framework** and staying abreast of Pearson Edexcel specification changes.