

# SPARK ACADEMY

## STAFF CONDUCT POLICY

At Spark Academy, we believe every tutor plays a vital role in creating a safe, supportive, and inspiring learning environment. This policy outlines the standards of conduct expected from all tutors.

### Our Core Values

**Compassion** – Always put the child’s wellbeing first. Be patient, kind, and supportive.

**Integrity** – Be dependable, honest, and punctual. Follow through on commitments and communicate clearly.

**Excellence** – Deliver high-quality, engaging, and well-prepared lessons tailored to each student’s needs.

**Inclusivity** – Respect every learner. Make learning accessible and positive for children of all backgrounds and abilities.

**Collaboration** – Work closely with families and Spark Academy staff to ensure the best outcomes for students.

### Professional Conduct

- Use appropriate language – Always speak respectfully to students, families, and colleagues. Avoid slang, sarcasm, or inappropriate topics.
- Dress appropriately – Present a neat and professional appearance suitable for an educational setting (in person or online).
- Maintain professionalism – Be polite, calm, and considerate at all times. Set a positive example for learners.
- Protect student wellbeing – Keep all student information confidential and follow safeguarding procedures.
- Be reliable – Arrive on time for sessions and give reasonable notice for any absences or changes.
- Promote a safe and inclusive space – Encourage participation, celebrate effort, and never tolerate discrimination or bullying.

### Breach of Policy

Failure to follow this policy may result in review, retraining, or termination of tutoring engagement with Spark Academy.

Jan 2026

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