



## JACT Durham Greek & Latin Summer School

### Policy Document

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### **Professional Expectations**

1. Tutors and course leaders are expected to be familiar with the Summer School's policies, and to carry out such procedures and escalation routes as required by those policies.
  - 1.1. Especially the Under-18s Policy, the Vulnerable Adults Policy and the Third-Party Harassment Policy.
2. All tutors and course leaders are expected to attend meetings before and during the Summer School, as instructed by the Course Director.
3. All tutors are expected to teach for 18 hours across the summer school.
  - 3.1. Generally, this will be according to the Summer School timetable but, in extraordinary circumstances, such as where difficulties related to travel from Durham arise, tutors should rearrange classes such that all students are able to receive 18 hours of tuition.
  - 3.2. If teaching at either Advanced or Higher level, 9 of these hours are dedicated to prose and verse, respectively.
4. All tutors are expected to prepare their lessons to a high standard.
  - 4.1. If teaching at either Advanced or Higher level, this means producing running vocabulary support at the appropriate level. For guidance on what 'the appropriate level' means, please contact the Director of Studies.
  - 4.2. If teaching at Beginners'–Intermediate 2 levels, this means thinking carefully about how to work with the textbook so as to deliver useful and engaging lessons.

- 4.3. Tutors should keep in mind the wide range of ages of students at the Summer School, and thus the need to teach in a way that is accessible to 16 year olds and those much older than 16.
5. Tutors should keep track of student attendance at lessons, using the tools provided to them by the Director of Studies (i.e. registers).
  - 5.1. Student absence from lessons should be communicated to the Pastoral Director, as soon as reasonably practicable (i.e. in the first few minutes of a lesson), via Google Chats.
6. Tutors and course leaders are expected to take on evening duty on a fair, rotational basis, as directed by the Pastoral Director.
  - 6.1. Duty requires tutors and course leaders to keep track of the whereabouts of students under the age of 18, and to make sure that they have returned to college and to their rooms by curfew.
    - 6.1.1. Tutors and course leaders should remember that being on duty requires them to stay awake until c. 23:00.
  - 6.2. When on duty, tutors and course leaders should not drink alcohol.
  - 6.3. When on duty, tutors and course leaders should stay awake and alert until all students under the age of 18 are in college and in their rooms. However, it is the Designated Safeguarder who remains the point of contact throughout the night.
7. All tutors and course leaders, whether or not they are on duty, should be observant, promptly reporting anything that is likely to cause harm or distress to people or property.
  - 7.1. In the case that abuse of any kind is witnessed, tutors and course leaders have a responsibility to oversee a detailed written record and submit it to the Pastoral Director as soon as reasonably possible.
  - 7.2. Tutors and course leaders should note that they must never promise complete confidentiality when recording a disclosure from a student or other person.
  - 7.3. Disclosures should ideally be written by the relevant student or other person.
    - 7.3.1. If recording a disclosure from a student or other person, tutors and course leaders should try to report the discloser's words as accurately as possible.

### **Behavioural Expectations**

8. All tutors and course leaders should display exemplary conduct at all times, being aware of the range of ages at the Summer School, and the importance of good role models for young people.
  - 8.1. Tutors and course leaders should ensure that they do not behave in a way that may compromise their professional position.

9. Tutors and course leaders should, at all times, be able to discharge their duty.
  - 9.1. Whilst there is no prohibition on alcohol consumption for off-duty tutors and course leaders, tutors and course leaders are expected to be mindful of their drinking, and of their capacity to be placed in a position of care at any time.
10. All tutors and course leaders are expected to treat all colleagues, students, John's staff and external parties with respect and dignity, and should be inclusive at all times.
11. Tutors and course leaders should dress as they please; there is no dress code. The weather in Durham varies massively, and tutors and course leaders should be prepared for both rain and shine. Above all, comfort.
  - 11.1. There is an annual trip to Hadrian's Wall, on which tutors and course leaders are welcome; they should therefore bring clothing suitable for outdoor pursuits.