

Southern Sudan Teachers Professional Code of Conduct

PART I: INTRODUCTION

1.0 Title

1.1 Teachers' code of conduct:-

This code of conduct shall guide teachers in Southern Sudan in the course of executing their professional duties and responsibilities. It defines what a teacher should do and what he/she should not do as a person charged with professional responsibility of bringing up children who are expected to acquire from him/her good societal moral standards and to appreciate the norms and values of society. This code is also designed to regulate teacher-learner relationship and highlight the importance of teachers/ parent relationship as partners in education process of the children. According to this code, a teacher shall be an active member in societal – economic activities in the community where he/ she should live an exemplary life worthy of a teacher. This code of conduct shall apply to school teachers in Southern Sudan and shall be amended from time to time as need arises.

1.2 Interpretation:

In this code, unless the context otherwise requires

- Appropriate authorities: include the Under Secretary, Directors and Deputy Directors in the Ministry of Education who are in charge of Education or any Education Officer in charge in that respect.
- Student/Learners: means a person (a child, youth or adult) registered and attending classes while being taught by a teacher in a primary, secondary school or an institution offering education.
- Code: means the teacher's professional code of conduct
- Private tuition: means unauthorized teaching outside school normal working hours.
- Decent: Means to dress in an acceptable manner without much ado, lavishness or out clannishness but appropriate to the circumstances.
- Derogatory: Means the use of bad, dirty, discrediting and demeaning language.
- Disrespect: Means giving undue respect to the authority.
- Disrepute: Means causing disrespect, low esteem and abuse of professional service.
- Disturbance: Means causing unrest and disorder in the school.

- Gift: Means anything given to induce or influence a teacher or head teacher in the discharge of his/ her duties.
- Governing Body: Means authority that gives directives and policies from time to time.
- Instruction: Means directives and policies issued by appropriate authorities from time to time.
- Licensed teacher means untrained person who joins the service when licensed to do so and include part-time teachers
- A learner means someone being taught by a teacher.
- Marriage: Means marry legally according to one's faith or other laws governing marriage in South Sudan
- Misconduct: Means professional prejudice to the physical, mental or welfare of a pupil in any secondary school in Southern Sudan.
- On duty: Means carrying out teaching, administrative roles and during demonstration of lessons to the class outside or inside the class room
- Parenthood: means having children from a relationship with a person of the opposite sex or by legal means or through adoption of the children
- Person directly concerned with the child's welfare :means the head teacher, member of staff, parent or legal institution established for the purpose
- Pupil: Means a learner receiving instruction in any subject at school and enrolled and as a pupil on the register maintained by the school.
- Register: means the roll call of the school
- Rewards: means an incentive given to a teacher as recognition for his/ her good work.
- Riot: means causing turmoil, disorder and unstrained disturbance that breaches peace/ havoc to life and school property.
- Service: means all the activities/ duties carried out by a teacher.
- School: means a centre in which students/persons regularly receive instruction under the guidance of a teacher following a specified curriculum. It includes preprimary, primary, secondary and alternative education programmes.
- School property; means all the school assets including but not limited to books, money, reference books etc.
- Teacher; means a person who regularly instruct a learner in a school to which his code of conduct applies.
- Working hour; means time within which the daily activities of the school are carried out.

1.3– Application:-

This teachers' code of conduct shall be applied to all teachers teaching in Schools in Southern Sudan

1.4. Statement of Basic Principles

This Code of Conduct recognizes that a privilege relationship exists between teacher and learners irrespective of the level of school. It also notes that for a long time a teacher enjoys a high regard and is looked at as role model for good behavior and conduct both in school and society.

This relationship imposes certain responsibilities on the profession for members to observe if it is to be maintained. These include:

- Promotion of respect to inherent human dignity and rights including those of children, women, people with disability and those living with HIV/AIDS.
- The obligation of the teachers to maximise (within the scope of the profession) the possible benefits and to do no harm (physical, emotional, educational) to their students.
- Ability of a teacher to act with fairness and without negative discrimination or bias.
- Evidence of members of the profession undertaking responsibilities and duties with honesty and integrity
- The endorsement of the basic rights of educators to teach, and to maintain orderly learning environments, and the rights of learners to learn in a secure and conducive environment

PART II: MEMBERSHIP TO THE TEACHING PROFESSION

2.0 Professionals:-

Membership to the teaching profession shall be open to:

- 2.1 A person who has successfully completed an approved course of training as a teacher leading to the award of recognized certificate in teaching and whose name has been entered in the register of teaching profession in Southern Sudan
- 2.2 A person who does not fulfill the requirements of sub-paragraph (2.1) of this code but meets the requirement for issue of statement of eligibility and a license to teach and has been duly issued with a license to join the service.

PART III: TEACHER AND THE LEARNER/ CHILD

3.0 Teachers' responsibility:-

A teachers' major responsibility is towards the learners/students under his/her care and he/she shall guide each student where necessary in and out of the school in order to develop the student in body, mind, soul, character and personality.

3.1.0 Teacher shall therefore:-

- 3.1.1 Respect the confidential information concerning each learner/student and may give such information only to person directly concerned with the student welfare.
- 3.1.2 Refrain from using a learner(s) labor for private or personal gain.
- 3.1.3 Not take advantage of his/her influence to indoctrinate the learner towards the teachers' tenet, dogma or doctrine.
- 3.1.4 Maintain and keep in a good manner, record of learners' performance in examinations, course work and co-curricular activities to enable him/her report factually and objectively on each learners' progress.
- 3.1.5 Conduct all his/ her lessons without discrimination or bias against any learner in his//her class on the basis of the learner disability, race, religion, tribe, origin, sex or political affiliation
- 3.1.6 Not expose learners/ students to pornographic materials or any other materials likely to corrupt the morality of his/her learner/students.

PART IV: PROFESSIONAL CONDUCT OF A TEACHER

4.0 A teacher shall:-

- 4.1 At all times live up to standards of the profession and avoid any conduct which may bring the profession and the service in to disrepute.
- 4.2 Teach consistently, regularly, objectively with diligence, and honesty
- 4.3 Prepare relevant schemes lesson plan of work, lesson notes and teaching aids well in advance to ensure effective teaching and learning.
- 4.4 Set adequate amount of written and practical exercises promptly to ensure effective teaching and learning.
- 4.5 Mark and evaluate all written and practical exercises promptly and carefully.
- 4.6 Conduct all internal and external examination issued from time to time by competent authorities and shall not commit any offence against examination regulation in force.
- 4.7 Not teach under the influence of alcohol or drugs or come to school while drunk.
- 4.8 Not eat any food while conducting a lesson except when required for the purpose of teaching or on medical grounds.
- 4.9 Not carry to class dangerous items like guns, grenades, arrows unless cleared by the school authority
- 4.10 Security forces who are either teachers or learners should not go to school/ learning centre in uniform when in a mixed school with the civilians.

- 4.11 No use of insignia in a learning environment and classroom. This applies to both teachers and security forces learners (e.g) Ranks.

PART V: PROFESSIONAL RESPONSIBILITIES

5.0 A teacher shall:-

- 5.1 Devote such time to his/ her duties as is required by the terms of reference of his/ her post.
- 5.2 Not engage in private or personal activities when he/ she is expected to teach or supervise learning or other curricular activities
- 5.3 Not bring to class any pet, baby or any child not being registered in the school since this will interfere with the discharge of school duties
- 5.4 Not be an accomplice with any activity likely or intended to cause disturbance or riot within the school
- 5.5 Without authority from his/ her head teacher, not demand any money present or other rewards from the pupils or the public in relation to the discharge of his/ her duties with authority from his/ her head teacher.
- 5.6 Maintain and keep in safe manner all records of school property under his/her care and account for such property when asked to do so by the administration.
- 5.7 As the teachers we are committed to all right of the children in the school and outside school and act professionally with dignity and honestly
- 5.8 Observe regulation and instruction regarding private tuition/ instruction issued from time to time by appropriated authorities.
- 5.9 Seek for and obtain permission to be absent from duty from the head teacher before the occurrence of such absence.
- 5.10 Use proper channels of communication and flow of information.
- 5.11 Make scheme of work, record of work and lesson preparation book available to the head teacher and the head of the department for inspection.
- 5.12 Allow the head of the department or the head teacher to be present while teaching.
- 5.13 Show respect for school rules and the governing regulations for the school and shall assist in their implementation.
- 5.14 Use the time, skills and expertise one has so as to attain the expected goals.
- 5.15 Obey and effect lawful directives;
- 5.16 Carry out assigned duties efficiently. Where a teacher considers that he/she is being asked to act improperly. He/she shall report the matter to his/her superiors in accordance with the laid down procedures:

PART VI-THE TEACHER'S PERSONAL CONDUCT

6.0 A teacher is obliged to:-

- 6.1 Dress appropriately and shall be in a mode of dress which is decent and smart.

- 6.2 Attend to his/her personal appearance, ensuring a neat pleasant outlook while on duty and in public places and shall avoid uncombed hair and beard.
- 6.3 Observe the laws of South Sudan particularly in matters of sex, marriage and parenthood and at all times set a good example to children.
- 6.4 Not write, circulate or cause to be written or circulated any anonymous letter or any malicious document with malicious intent.
- 6.5 Promote a climate of mutual respect for others and their opinion, self-respect, self-discipline and responsible behavior
- 6.6 Avoid use of bad, indecent or vulgar language
- 6.7 While out of office, a teacher will conduct his/her personal life in such a manner that it does not affect his/her services or bring the teaching profession into disrepute. He/she is therefore required to refrain from becoming drunk, using narcotic drugs and any other unacceptable behaviour.

PART. THE TEACHER AND COLLEAGUES

A teacher shall

- 1. At all time maintain professional attitude towards colleague, avoid derogatory, slanderous and unfair criticism against his/ her colleagues and shall at all time create and maintain harmony within the school establishment.
- 2. Give due weight and consideration to official views submitted by fellow employees and subordinates;
- 3. Refrain from having sexual relationships at the workplace. Likewise he/she will avoid all types of conduct which may constitute sexual harassment which include:-
 - i) Pressure for sexual activity or sexual favors with a fellow teachers and staff
 - ii) Rape, sexual battery and molestation or any sexual assault;
 - iii) Intentional physical conduct which is sexual in nature such as unwelcome touching, pinching, patting, grabbing and or brushing against another staff's body, hair or clothes;
 - iv) Sexual innuendoes, gestures, noises, jokes, comments or remarks to another person about one's sexuality or body;
 - v) Offering or receiving preferential treatment, promises or rewards and offering or submitting to sexual favours.
- 4. For efficient performance a teacher will perform his/her duties diligently and with a high degree of discipline.

PART VII: THE HEAD TEACHER

7.0 Obligations:-

The headteacher is the custodian of the profession at the school level. He/She is expected to provide professional leadership to the teachers and portray exemplary behavior and professional conduct in all his/ her actions, and behavior both within and out of school.

7.1 As a teacher and leader of the teaching profession, a head teacher is bound by this code of professional conduct and shall set a good example in the strict observance of all provisions of the code of conduct.

7.2 A head teacher shall enforce the observation of the code of professional conducts on all teachers under him/her in accordance with the laws ,regulations and other provisions of the teaching service and promptly deal appropriately with all the breaches of the code.

7.3 A head teacher shall:-

- a) Be the custodian of good educational standards in his/her school and shall aim high at quality educational standards.
- b) Enroll children to school without bias or discrimination and within regulations and provisions of the laws in force in South Sudan
- c) Collect education fees/ dues and receive all other monies meant for the school in accordance with the policies issued from time to time by the governing body.
- d) Pay all the wages and salaries to the rightful owners as soon as such salaries and wages are received.
- e) Account for all the money as collected and received on behalf of the school.
- f) Keep all the school records in his or her custody in safe conditions and ensure that such records contain correct information.
- g) Not connive with members of staff or any other person to commit crime or any act that will bring the profession into disrepute.
- h) Not conceal any act of misconduct by a member of his/ her staff or by any learner of the school whether committed within the school or outside school.
- i) Not receive a bribe in relation to the discharge of his/ her duties and ensure that his/her staffs do not do so.
- j) Ensure that punctuality is observed by all teachers and learners/Students alike
- k) Report factually and objectively on matters of his/her staff as matters required in annual report or when assessing a teacher's capability for a post to governing body.
- l) Report factually or objectively on all matters concerning the learners without fear, favor bias or any other form of discrimination
- m) Not carry out or transact any private business within or outside school premises when he /she is on official duty.
- n) Not take it upon himself/ herself to physically/ emotionally punish a teacher involved in the breach of his code or any other regulations in force or but use all avenues open to him/her to report such breaches to the appropriated authorities for action
- o) Be present in the school as much as possible and whenever he/she is out of school ,he/she shall leave correct information of his or her whereabouts with his or her deputy or any other person authorized to act and shall always ask his/her deputy to act on his/her behalf when he/she is on duty outside the school
- p) Not get involved in other duties outside the school which may compromise his/her efficiency.

PART VIII: DISCIPLINE

8.0 General

- 8.1 The head teacher shall oversee observance and implementation of the Code in the school and supervise.
- 8.2 There shall be disciplinary committee which shall compose of nominated members of staff by the head teacher
- 8.3 The members of the disciplinary committee shall only be those who have high social standing in matters of social conduct in and outside the school community.
- 8.4 A head teacher shall summon a teacher for advice if he/she fails to perform his/her duty as expected.
- 8.5 A teacher shall be referred to appear before the boards of Governors after at least two warnings by the head teacher.
- 8.6 However, the head teacher shall not suspend a teacher without a recommendation of BOG/ School Management Committee (SMC)
- 8.7 However, in relation to the above, if the head teacher thinks the existence of the teacher in the school is detrimental to the school, he/she can suspend the teacher for a period not exceeding one month. Thereafter he/she shall notify the subcommittee on discipline which shall look in the matter and make a ruling
- 8.8 The sub-committee of the BOG/SCM ON discipline shall report to the BOG/SMC general meeting on ruling in period not exceeding two weeks from the date of the ruling for review and final decision
- 8.9 If the suspension of the teacher is later approved by the BOG/SMC general meeting as unfair, he/she shall recover his/her lost benefits.
- 8.10 The head teacher shall be relieved of his /her duties of discipline if he/she persistently fails to adhere to at least three warning of the BOG.

The BOG/SMC shall communicate its decisions to director (Consern) within ten days.

PART IX: THE TEACHER TOWARDS THE COMMUNITY

9.0 A teacher shall:-

- 9.1 Project a good image in the community where he/she lives by participating appropriately in activities of the community.
- 9.2 Set a good example to the learners and the public by obeying lawful and established authority and being law abiding.
- 9.3 Not engage in illicit activities, trade or transaction
- 9.4 Attend where practically possible, religious functions of his or her persuasion and respect other recognized religions within the school where he/she is teaching.
- 9.5 Let his/her own conduct and inspiration with his or her family be an example to the community and the school.

PART X: ENFORCEMENT OF THE CODE

Effort will be made to apply the code of conduct fairly and reasonably in order to form the basis of all education at the school/ centers. When necessary, disciplinary action will

be taken as a corrective corrective measures rather than punitive action. In any case criminal cases by the individual member of the profession will be dealt with under the prevailing laws and regulations of the state.

10.0 Based on this:-

- 10.1 Each teacher is required to sign an undertaking to adhere to the rules and regulations as laid down in this document and to accept the disciplinary procedures of the school.
- 10.2 It is the duty of every teacher to observe and respect this code and to report any breach of the code to the appropriate authorities.
- 10.3 All matters or case involving breach of the code shall be reported to the Ministry of Education Science and Technology, and shall be dealt with in accordance with the laws and regulations in force in Southern Sudan at the breach of the code.
- 10.4 Breach of the code of conduct may lead to any or a combination of any the following:
 - Warning
 - Fine
 - Deregistration
 - Removal or cancellation of the license to teach
 - Suspension from teaching profession
 - Expulsion from the teaching profession

Special Areas Identified from Early Childhood and Alternative Education System.

Early Childhood Development

- Pre school children also need to be loved, listened to, tender care and assurance
- Be tolerant to different children's behavior.
- A teacher shouldn't use bad language because such act will scare children and lack confidence of themselves. They will hate the teacher and the school. This can also make them develop school phobia.
- Young children like to be caressed, touched and patted as a way of appreciation and show of love. Physical contact may be misconstrued by a child, parent or observer.
- Children play a lot and sometimes injure themselves or even cause a serious accident. It is advisable for every school to have a first aid kit. The existence of any life threatening or serious
- Pre school children like to be comforted when they are hurt or not happy. A teacher may comfort a child with a lot of affection and this can be misinterpreted by others.
- Teachers should take particular care when supervising children in the less formal atmosphere of a residential setting or after-school activity

Alternative Education Systems

The department of AES aims at advancement and protection of the right of every citizen to acquire education and skills based on needs without discrimination on the basis of gender, ethnic and religious background

The department has the below programmes

1. Accelerated Learning programme (ALP)
2. Basic Adult Literacy programme (BALP)
3. Community Girls School (CGS)
4. Intensive English Course (IEC)
5. Interactive Radio Instruction (IRI)

- No carrying things like guns which may be considered dangerous by school authority such as weapon that will distract learning
- Security forces who are either teachers or learners should not go to school/ learning centre in uniform when in a mixed school with the civilians.
- No use of insignia in a learning environment and classroom. This applies to both teachers and security forces learners (EG) Ranks.
- A teacher who happens to have his wife as a student, should treat her as other students without favors or authority
- Bringing spirit or inflammable material, tobacco, alcohol drinks, drugs or pornography of any kind into learning premises is forbidden

