



Downe House
Riyadh

Shadow Teacher Policy and Code of Conduct

1. Purpose and Scope

This policy outlines the expectations, responsibilities, and code of conduct for Shadow Teachers operating within Downe House Riyadh. The primary objective of a Shadow Teacher is to support the designated student's academic, social, and behavioural development while actively working towards fostering their independent engagement within the school community.

2. Core Shadow Teacher Expectations & Responsibilities

Shadow Teachers are expected to deliver targeted support under the guidance of the Class/Subject Teacher and the Learning Support Department, adhering to the core areas outlined here:

- **Academic Assistance:** Provide one-on-one support to the student during lessons to help them understand and complete tasks. When needed, simplify lesson content or instructions to ensure it is accessible to the student. Crucially, work must reflect the student's own effort and understanding as much as possible.
- **Behavioural Guidance:** Use supportive behaviour management strategies to help the student remain focused, on-task, and engaged in a positive way, strictly in line with the school behaviour policy. Reinforce positive behaviours and redirect inappropriate ones.
- **Social Skills Development:** Foster and encourage positive interactions with peers and staff. Actively encourage the student to participate in the classroom and integrate with other children where possible.
- **Encouraging Independence:** Over time, intentionally enable the student to be less reliant on the shadow teacher and more independent.

3. Professional Conduct and Operational Expectations

All shadow teachers are expected to comply with school policies at all times. This includes the following professional boundaries:

- **Punctuality:** Arrive at the school and classroom on time each day, as per the agreed-upon schedule.
- **Communication:** Maintain open and professional communication with the class teacher, parents, and any other specialists (e.g., therapists). Provide regular updates to parents and class teachers about the student's progress and any difficulties they are experiencing.
- **Device Restrictions:** The use of mobile phones, headphones, or other personal devices in the classroom is not permitted.
- **Daily Logging:** Keep a record of the student's daily progress, including academic, social, and behavioural observations. This log must be shared regularly with the class teacher.
- **Confidentiality:** Adhere to strict confidentiality rules regarding the student's personal information, academic performance, and any specific needs. Discussing the student—or any other child at the school—with unauthorised individuals is strictly prohibited.
- **Professionalism:** Maintain a professional and respectful demeanour with all staff, students, and parents. This includes adhering to the school's code of conduct and staff dress code.

- **Line of Authority:** The Class/Subject Teacher maintains ultimate responsibility for the classroom and curriculum. The Shadow Teacher operates under their direction while in the classroom. Shadow teachers must not discipline other students.

4. Parental Assurance and Safer Recruitment Accountability

As the primary employer or contracting party of the Shadow Teacher, the Parent/Guardian assumes full accountability for ensuring the individual meets the school's strict safeguarding standards before they enter the campus.

By signing this policy agreement, the Parent/Guardian explicitly confirms and assures Downe House Riyadh that the following pre-employment and ongoing checks have been successfully completed for the designated individual:

- **Verification of Identity:** Strict verification of official identification documents.
- **Right to Work:** Confirmed valid legal status and right to work within the Kingdom of Saudi Arabia.
- **Qualifications:** Verification of relevant qualifications, registrations, or background checks appropriate to the student's needs.
- **Background and Police Clearance:** A certified police clearance check, valid and issued within the last 3 months.

5. Institutional Protections and Right of Access

- **Policy Compliance:** The Parent/Guardian confirms they have instructed the Shadow Teacher/Nanny that they must strictly comply with all rules, policies, and procedures implemented by Downe House Riyadh, particularly regarding safeguarding and child protection.
- **Right of Removal:** The school reserves the right to deny campus access to any shadow teacher or request an immediate replacement from the family if any terms of this policy, the code of conduct, or general school regulations are breached.
- **Review and Termination:** A shadow teacher's placement is subject to ongoing review by the Learning Support Department and Senior Leadership. If the partnership is deemed counterproductive to the student's progress or disruptive to the wider classroom, the school reserves the right to terminate the arrangement.
- **Documentation:** The Parent/Guardian agrees to provide the school with copies of the Shadow Teacher's Passport/official Photo ID and Police Check prior to their commencement date.
- **Liability:** Shadow teachers are engaged either directly by the parents or via an external agency; they are not employees of Downe House Riyadh. The school accepts no liability for the contractual or financial arrangements between the family and the shadow teacher.

Policy Agreement and Sign-Off

By signing below, all parties acknowledge that they have read, understood, and agreed to adhere to all guidelines, safeguarding assurances, and operational terms set out in this policy document.

Parent / Guardian Assurance

Name: _____

Signature: _____

Date: _____

Shadow Teacher / Nanny Acknowledgement

Name: _____

Mobile Number: _____

Current Riyadh Address: _____

Signature: _____

Date: _____

School Representative

Name: _____

Designation: _____

Signature: _____

Date: _____



Downe House Riyadh

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