OUNDLE
School

Job Title: Teacher

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

About the School

Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A*/A or equivalent; at GCSE, 86% of all grades have been graded A*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.

All members of the academic staff contribute to the School's extensive co-curricular provision and are expected to fully participate in the boarding school life that encompasses some evening and weekend duties.

All teachers are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All teachers are required to act within the statutory frameworks which set out their professional duties and responsibilities.

Job Purpose

The teacher is required to carry out the general professional duties of a school teacher under the reasonable direction of the Head and to perform such particular duties that from time to time may reasonably be assigned him/her by the Head. The post holder will teach 52 periods per fortnight throughout the School. This will be reduced if a responsibility post is also held.

The post holder will be a dynamic and committed classroom teacher who is not only a highly competent teacher but who is also able to contribute his/her own particular strengths and skills to the future development of the department, and participate in and contribute to the life of the School as a whole.

The teacher will be required to perform the following professional duties that form part of the teacher's role within the School.

Teaching

- Ensure that lessons are planned in appropriate detail and are prepared and delivered in accordance with the departmental scheme of work and regulatory standards
- Teach, according to pupils' educational needs, including the setting and marking of work to be carried out by the pupils in School and elsewhere (homework)
- Assess, record and report on the development, progress and attainment of pupils in order to ensure pupils fulfil their potential
- In each case, take regard of Oundle School's curriculum and policies reinforcing the need for high expectations which inspire, motivate and challenge pupils
- Assist with the display and publishing displays of pupils' work
- Use ICT as an effective tool to aid teaching and other classroom resources as appropriate
- Assist with departmental Voluntaries ("Vols"), PSHE study skills sessions, revision sessions, and initiatives.

Pastoral Care

As with all members of the academic staff the post holder will act as a tutor to a boarding or day House, under the direction of a Housemaster or Housemistress (Hsm). The post holder will be expected to undertake the following aspects.

- Promote the general progress and well-being of individual pupils and any class or group, ensuring consistent feedback is given, which guides pupils
- Tutor a group of pupils, providing them with guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the school policies
- Communicate and consult effectively with parents of pupils and tutees, as and when necessary, regarding pupils' achievement and wellbeing
- Undertake a weekly duty night in a boarding House, or the equivalent in a day house.
- Attend Tutorial lunch on a Monday and Friday and maintain regular contact with tutees on an ongoing basis
- Attend Parents' Receptions and support House events wherever possible

Assessment & Reports

- Mark and give frequent and regular feedback on pupil work, and keep appropriate records
- Provide written reports and internal comments relating to individual pupils
- Communicate with Heads of Department, Hsm and tutor about the progress of individual pupils, as necessary
- Attend Parent Receptions

Continuing Professional Development

- Attend staff meetings, briefings, INSET and courses, as required, sharing information with colleagues as appropriate to encourage development of all

School Support

- Assist with cover by taking other classes as and when required (*e.g.* staff illness) and by being available for exam invigilation
- Carry out a share of supervision duties in accordance with published rotas
- Attend staff briefings and all whole-School staff meetings
- Check School e-mail account on a frequent and regular basis, replying to colleagues as appropriate
- Manage the behaviour of pupils effectively at all times

Curricular/Extra-curricular Activities:

- The post holder will be expected to contribute to the extra-curricular life of the School as appropriate

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ESSENTIAL ATTRIBUTES	DESIRABLE ATTRIBUTES
QUALIFICATIONS	
• Qualified to graduate level with a good Degree in a relevant subject	• Post-graduate Qualification
SPECIALIST SKILLS & EXPERIENCE	
• Ability to demonstrate a genuine interest in teaching, with strong subject knowledge • A desire and the ability to work effectively with children and young people • Well-developed communication and presentation skills • Competent use of ICT	• Proven track record as an outstanding teacher • Experience of tutoring and contributing to extra-curricular activities • Ability to make use of appropriate data to analyse the performance of pupils and set targets • Experience of working with young people in some capacity
PERSONAL QUALITIES	
• Enthusiasm for subject and continuing professional development • Ability to motivate and inspire others to achieve • Ability to builds positive professional relationships at all levels • Excellent judgement and decision-making skills • Appreciation for, and reinforcement of the need for diversity and respects British values (as defined under Prevent Duty) • Organised, punctual and efficient organisation of workload and effective time-management • A willingness to play a full part in the extra-curricular life of the School • A sense of humour and perspective	

Note*:*

Every job description in the organisation will be subject to a review either:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within 12 months of appointment.**

It is the shared responsibility of the post holder and the Head to ensure that the post holder's job description is kept up to date.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

EMPLOYMENT INFORMATION

This post is subject to a ten-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to appropriate safeguarding checks including a check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Salary:	According to the appropriate point on the School's salary scale.
Hours of Duty:	During School term time, the teacher shall work all school hours, while the School is in session, and at any other time (including during school holidays, at weekends and before and after the School's normal start and finish times) as may be necessary (in the opinion of the Head) for the proper performance of the teacher's duties. Generally, the role of a teacher involves 66% teaching, 17% tutoring and 17% extra-curricular activities. Therefore, the salary for this role will be pro rata of 66% of the appropriate point scale.
Working weeks:	Term time is approximately 33 weeks per year.
Holidays:	All holidays must be taken during Oundle School holiday periods, not during Term time or when requested to attend a School trip during a holiday period, or if required to participate in School business at the request of the Head. There is a requirement to work any Bank Holiday when the School is in session (currently the first May day).