Job Description

POST:
Fixed term Part Time – PPA/leadership time/intervention teacher (2 days per week)

ACCOUNTABLE TO:
Phase Leader and Principal

GRADE:
MPS (Outer London)

KEY RELATIONSHIPS:
Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning; LA representatives; partner professionals; parents; local community; other Oasis Academies.

LOCATION:
Oasis Academy Pinewood

JOB PURPOSE:

To ensure high quality education and care for all pupils in designated classes and groups and improve the quality of learning and standards of achievement. To carry out the professional duties of a teacher as set out in the current edition of the School Teacher's Pay and Conditions Document.

A teacher in a school shall perform in accordance with any directions which may reasonably be given to him/her by the head teacher from time to time, such particular duties as may reasonably be assigned.

SPECIFIC RESPONSIBILITIES:

1. Understand the structure and balance of the National Curriculum, RE and other associated areas such as PHSE and Citizenship.
2. Have detailed knowledge and understanding of the curriculum, including the teaching of phonics and early mathematics.
3. Be familiar with the SEN Code of Practice on the identification and assessment of special educational needs and implement and keep records on individual education plans for pupils and have a full commitment to inclusion at all levels
4. Understand the requirements and progression for children through the key stages.
5. Use personal reflection/CPD and current research to continuously develop their teaching.
6. Be familiar with health and safety issues, including subject specific, child protection procedures and positive behaviour management plans.

Teaching

In each case having regard to the curriculum of the school and with a view to promoting the development of the academic and holistic achievement of the pupils in any class or group assigned:

7. Planning and preparing lessons;
8. Teaching, according to their educational needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in the school and elsewhere in line with the feedback policy;
9. Assessing, recording and reporting on the development, progress and attainment of pupils;

Other activities

10. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
11. Providing guidance and advice to pupils on educational and social matters and their future education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
12. Making records of and reports on the personal and social needs of pupils;
13. Communicating and consulting with the parents and carers of pupils;
14. Communicating and cooperating with persons or professional bodies outside the school;

Other activities (cont)

15. Participating in meetings arranged for any of the purposes described above;

Monitoring, Assessment, recording and accountability

16. Assess how well learning objectives have been met and use assessment to improve specific aspects of teaching;
17. Mark and monitor work providing constructive feedback and set targets for pupils progress;
18. Assess and record each pupils progress systematically and use records to ensure that pupils make demonstrable good progress;
19. Providing or contributing to oral or written assessments, reports and references relating to individual or groups of pupils;

Staff development/training/reviews/meetings

20. Participating, if required, in any scheme of staff development and performance review;
21. Have a commitment to their own continuous professional development and support others with theirs
22. Participating in arrangements for further training and professional development as a teacher;
23. Advising and cooperating with the principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programs, methods of teaching and assessment and pastoral arrangements;

Behaviour, health and safety

24. Maintaining good order and behaviour, ensuring a positive classroom climate among the pupils and safeguarding their health and safety both when they are authorised to be in the school premises and when they are engaged in authorised school activities elsewhere;
25. Ensure safeguarding procedures are followed and any concerns are conveyed to the relevant designated safeguarding officer;

Statutory Tests

26. Participating in arrangements for preparing pupils for statutory tests and recording and reporting such assessments

Management

27. Manage the work of support staff within their class; and
28. Taking such part as may be required in the review, development and management activities relating to the curriculum, organisation and pastoral functions of the school;

Administration

29. Participating in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
30. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Part Time Primary Teacher
Person Specification

Oasis Academy Pinewood

"Exceptional education at the heart of the community"

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - Our task is to serve our children and families as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

Oasis Academy Pinewood core values

- Resilience
- Empathy
- Self-awareness
- Positivity
- Excellence
- Communication
- Teamwork



Person Specification

	Essential	Desirable
Qualifications and Experience	• Qualified Primary Teacher Status • Evidence of recent and relevant professional development • Successful teaching experience working with pupils from a range of socio economic backgrounds and with a variety of learning needs • Establishing effective partnerships with parents/carers • Successful management of a curriculum area or organisation role	
Skills and Ability	• The ability to demonstrate a positive attitude and to develop and maintain positive and supportive relationships with children, staff, parents, governors and professional teams and agencies • The ability to secure high standards of pupil behaviour and achievement • Excellent interpersonal and communication skills at all levels • The ability to provide a broad, balanced, relevant and creative curriculum that inspires pupils, promotes positive pupil attitudes and good engagement with learning and leads pupils in the pursuit of excellence • The ability to teach well planned and organised lessons • Excellent organisational and time management skills and an ability to prioritise	

Knowledge	• A thorough knowledge and understanding of how children learn, develop and progress through life stages and events • How IT can be used effectively to motivate children to learn • Strong IT skills with and eagerness to learn more • How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum • How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, governors and other professionals and agencies • Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil • Equalities and inclusion policies and how these are implemented in schools	
Personal Qualities	• Commitment to safeguarding and promoting the welfare of children and young people • The skills and attitudes needed for working as part of a team • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A passion for ensuring all children and young people achieve to the best of their abilities • Emotional resilience in working with challenging behaviours and a full commitment to inclusion on all levels • Have a willingness to demonstrate commitment to the values and behaviours of our school and of Oasis	