Ousedale School
Aspire | Believe | Achieve

JOB DESCRIPTION

MAIN SCALE TEACHER

CORE PURPOSE

To implement and deliver a balanced, relevant and differentiated curriculum for students and ensure delivery of high quality teaching and learning for which the teacher is accountable.

To meet the core standards for teachers as outlined in the School Teachers' Pay and Conditions Document (STPCD).

Teaching staff will be located at a nominated Campus: either Newport Pagnell or Olney. However, staff may be required to work on and travel to either of the school's campuses, as needs arise.

MAIN DUTIES

- Assist in the development of appropriate schemes of work and resources;
- Contribute to the school/department's development plan and its implementation;
- Attend staff development training sessions as agreed with your line manager and in line with school policy;
- Engage actively in the Performance Management Review process;
- Ensure the effective/efficient deployment of classroom support;
- Implement the School assessment and marking policy meeting all deadlines;
- Maintain appropriate records and to provide relevant accurate and up-to-date information;
- Track student progress and use information to inform teaching and learning;
- Communicate effectively and regularly with parents;
- Follow agreed procedures in relation to the use of IT equipment and policy on computer security;
- Take part in activities such as Open Evenings, Carol Concerts and Parents' Evenings etc;
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students;
- Apply the Behaviour Management policy consistently.

PASTORAL SYSTEM

- Be a Form Tutor to an assigned group of students and follow the job outline as illustrated in the staff handbook;
- Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life;

- Monitor the academic progress of each child in the tutor group;
- Evaluate and monitor the progress of students and keep up-to-date student records;
- Communicate as appropriate with the parents of students;
- Contribute to PSE programme and ensure lessons are planned to the same stand as those of your main subject.
- Take part in the enrichment programme.

ETHOS AND CULTURE

- Support the school motto Aspire, Believe, Achieve;
- Play a full part in the life of the School community, to support its and ethos and to encourage staff and students to follow this example.

DATA PROTECTION

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

HEALTH & SAFETY

- Comply with the School's Health and Safety Policy and undertake risk assessments as appropriate.

GENERAL

- The School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and work within the Child Protection arrangements for Ousedale School;
- Follow the School Dress code and act as a role model for students and other members of staff;
- Undertake any other duty/ reasonable request as specified by STPCD, your Line Manager, the Head teacher or senior member of staff.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed: …….. Dated: …….

Staff Member