

Teacher

Hours:	Full time
Base:	Hemel Hempstead
Reports to:	Managing Director
Annual Salary:	£34,234 (<i>including non-contributory pension scheme</i>)

Responsibilities:

Educational days

- Delivers educational days / live virtual discussions from the company's range of unique in-school and virtual workshops
- Achieves the best possible learning outcomes for all of the children
- Manages adult helpers effectively in schools
- Has professional regard for the ethos, policies and practices of client schools visited
- If practicable, cover for absent colleagues

Company Values

- Is committed to the ethos, values and success of the company
- Acts as a professional representative of the company at all times

Health and Safety

- Adheres to the company's Health and Safety Policy both at the office locations and whilst on client school sites
- Takes reasonable care of own well-being and that of other employees, through adherence to OTP's Health and Safety Handbook

Safeguarding

- Safeguards and promotes the welfare of children in client schools by doing what is in the best interests of the child at all times, as detailed in OTP's Child Protection Policy
- Has regard to the policies of client schools, reporting any concerns to both the relevant person at the school and to the Managing Director at the earliest opportunity

Professional approach

- Maintains confidentiality at all times, as detailed in the Contract of Employment
- Maintains professional and positive relationships with clients and with colleagues

Marketing

- Raises the profile of the company by, for example, promoting courses to clients or by making schools aware of other days offered

Equipment

- Ensures company equipment used to deliver educational courses is maintained to a high standard
- Uses company vehicles in accordance with the company's Vehicle Policy
- Cleans, restocks and maintains kits on day-to-day basis

Creative Development

- Assists in the development of in-school and virtual educational days and resources – new and existing – by contributing ideas/innovations/improvements and conducting research as required
- Assists in development of educational materials

Company Development

- Supports teaching colleagues by coaching and/or mentoring or through peer observations
- Takes active part in team days to share skills and knowledge with colleagues

Personal Development

- Constantly strives to improve individual knowledge and understanding of history surrounding our days, hence improving their delivery
- Conducts research as necessary, in order to maintain and enhance personal subject knowledge and educational practice
- Trains other team members, as required
- Attends and contributes to CPD training days
- Contributes to the company's process of self-evaluation and development, for example, through the creation of updated or new educational resources
- Pro-actively participates in the company's appraisal scheme

GDPR

- Safeguards data and complies with data protection law as part of everyday working practice, as set out by OTP's Data Policy and Procedures

Other

- Performs any other reasonable duties as required by the Managing Director, for example, assisting with administrative duties (with suitable training)