

Associate Teachers

Associate teachers are integral members of the staff team at the OHS. The following summary describes some of the key features of an Associate Teacher's relationship with the OHS.

Terms of the Appointment

The appointment is on a casual, fees paid basis and is expected to run on a year by year basis.

You will not be an employee as the services you provide to Oxfordshire Hospital School are on an ad hoc and casual basis. This means that whilst Oxfordshire Hospital School will try to give you as much notice as possible when offering work, there is no obligation on the part of Oxfordshire Hospital School to provide such work nor for you to accept any work so offered.

Conditions of Offer of Appointment

Any offer is subject to you providing satisfactory documentary evidence of your entitlement to work in the UK, in line with current immigration legislation. You will also be required to provide documentary evidence of qualifications and be subject to a satisfactory check from the Disclosure and Barring Service (DBS).

Pay

Your payment is subject to the deduction of tax, national insurance and any other agreed or lawfully required deductions, including the deduction of pension contributions where appropriate. Pay scale will be agreed with you and will be assessed according to the OCC Teachers' Salary Assessment.

Hours of Work

This post carries no fixed hours per week. Actual hours required will be discussed with you at the point at which any work is offered.

For reasons of professional development, and to reflect national agreements, it is anticipated that: -

- *you will participate in Performance Management and attend INSET Days where possible*

Notice

Oxfordshire Hospital School requires a minimum of one week's notice of termination of this arrangement, where you wish to cease this arrangement.

Collective Agreements

The terms and conditions relating to this casual arrangement are as determined nationally by School Teachers Terms and Conditions and those negotiated locally by Oxfordshire County Council.

Sickness Absence

There is no entitlement to payment during absence due to sickness. Where you are unable to work as arranged, due to sickness, you must inform Oxfordshire Hospital School as soon as possible by telephoning the main office.

Confidentiality

You must not, either during or at any time after the termination of your appointment, disclose any confidential information relating to Oxfordshire Hospital School or any of its activities including those where there is an obligation of confidence to any third party.

You must take reasonable care of all information in your possession and when requested electronically delete or otherwise destroy all confidential information in your possession or under your control and destroy all other documents and tangible items (including back-ups and/or extracts of them) in your possession or under your control which contain or refer to any confidential information.