

Role Profile: KS1-2 Class Teacher – Maternity Cover

Purpose

To work with the Head of Year and Head of Lower School to ensure a high-quality learning experience for pupils and to carry out such other associated duties as are reasonably assigned by the Headmaster. The duties outlined in this job description may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

Teaching and Learning

Carry out teaching duties in accordance with the school's ethos & schemes of work

1. Work with the RAISE Coordinator to provide pupils with opportunities for extension & enrichment, and for scholarship preparation
2. Demonstrate excellent practice in the teaching areas of responsibility
3. Contribute widely to the extra-curricular life of the School

Assessing and Reporting

1. Record students' work
2. Use IT to assist lesson preparation, teaching and reporting & administration
3. Maintain detailed records of pupils, liaising closely with the SENCO & other colleagues involved in the tracking & monitoring of pupils
4. Monitor, evaluate & review practice in a range of subjects
5. Maintain lesson evaluations
6. Mark & return work within the agreed time span, providing feedback & targets
7. Provide assessment reports to monitor student progress
8. Write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress
9. Work within the Code of Practice relating to Special Educational Needs

Leadership and Management

1. Plan & provide a stimulating, invigorating & motivating learning environment, ensuring that learning resources are well organised & accessible to staff and pupils, as well as embracing pupils' work on paper, display & in the general atmosphere created in the classroom
2. Understand issues relating to the organisation, ordering & funding of resources
3. Support and uphold the school's policies on behaviour, discipline & bullying
4. Be aware of new developments and advances in teaching and take an active interest in professional development
5. Accompany the year group during residential trips

Standards and Quality Assurance

1. Support the aims & ethos of the school
2. Set a good example in terms of dress, punctuality & attendance
3. Attend & participate in Open Days & whole-school events & performances
4. Uphold the school's behaviour code & uniform regulations
5. Attend courses to remain up to date in current pastoral development & professional practice
6. Attend, as directed, meetings, development sessions & INSETs

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	✓ Good Honours graduate	
Skills	<ul style="list-style-type: none"> ✓ Excellent communication skills (oral, written and use of ICT) ✓ Outstanding organisational & administrative skills ✓ Willingness to work hard, with energy & enthusiasm, avoiding the Mon-Fri, 9-5 approach 	<ul style="list-style-type: none"> ✓ Calmness & efficiency and the ability to work under great pressure at certain times ✓ A cheerful & well-presented person, capable of inspiring confidence in colleagues, pupils & parents
Experience	✓ An outstanding and qualified teacher with a keen understanding of best practice regarding pastoral care	<ul style="list-style-type: none"> ✓ Understanding of the nature of independent education & high expectations ✓ Eager to learn & attend INSET ✓ Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy
Other	<ul style="list-style-type: none"> ✓ A keen & self-motivated practitioner, who wishes to be a committed team member ✓ An enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education 	<ul style="list-style-type: none"> ✓ Very high expectations of pupils' attainment, progress & behaviour ✓ Aware of the nature of the School & prepared to commit to its all-round ethos

Key Stakeholders:

Internal - SLT, staff, pupils, parents

External - Cognita School Support Centre