

## Job title: Primary Teacher

Month-Year  
September 2024

**Mission:** To teach as effectively as possible to the range of abilities within our student body and to promote a genuinely positive approach to the subject.

**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

KPIs	Values	Functions	Skills
<ul style="list-style-type: none"> <li>• Public exam results (if relevant)</li> <li>• Student progress data</li> <li>• Observations</li> <li>• Student survey data</li> </ul>	<p><b>Integrity:</b> Keeping transparency in mind at all stages</p> <p><b>Innovation:</b> proposal of added value processes</p> <p><b>Collaboration:</b> Working towards a common goal (teamwork)</p> <p><b>Pursues Excellence:</b> Driven to grow and do things even better</p> <p><b>Accountability:</b> Actions and decisions are taken to achieve the required results</p>	<ol style="list-style-type: none"> <li><b>1. Planning, Teaching and Class Management</b> <ul style="list-style-type: none"> <li>• To model and deliver outstanding practice in own subject area.</li> <li>• To have high expectations of all students based on relevant data.</li> <li>• To support, challenge and stretch students as appropriate.</li> <li>• To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the syllabus and the needs of the students.</li> <li>• To provide or contribute to oral and written assessments, reports and references relating to individual or groups of students.</li> <li>• To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour and standards of work.</li> <li>• To assess students' work in line with school policies and procedures referring to student performance targets.</li> </ul> </li> <li><b>2. Monitoring and evaluating</b> <ul style="list-style-type: none"> <li>• To use data, both externally and internally produced, to assess student performance and to develop appropriate courses of action.</li> <li>• To review methods of teaching on a regular.</li> <li>• To produce annual reports and mid-term grades for all students taught.</li> </ul> </li> <li><b>3. Other responsibilities</b> <ul style="list-style-type: none"> <li>• To participate in the school's staff development programme.</li> <li>• To continue personal development in relevant areas especially subject knowledge &amp; teaching methods.</li> <li>• To engage actively with the school's performance management programme.</li> <li>• To help with extra-curricular activities as required.</li> <li>• To work as a member of a team, positively contributing to effective working relations within the school.</li> <li>• To attend open evenings and parents' evenings.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• Strong organisational skills.</li> <li>• Ability to work in a team.</li> <li>• Ability to manage change sensitively and effectively.</li> <li>• Initiative and passions.</li> <li>• High commitment to raise the standards of academic achievement of all pupils.</li> <li>• Clear understanding of effective teaching, learning and assessment techniques.</li> <li>• An instinctive commitment to the safeguarding of young people, and an up-to-date knowledge of child protection procedures.</li> <li>• You still love working with children</li> </ul>

**Profile:**

- University graduate with a teaching qualification and some experience.
- Native speaker of English

Signed: ..... Name (Print): ..... Date: .....

**Relationships:**

- INTERNAL: Pupils, Colleagues, Heads and Support Staff.
- EXTERNAL: Parents, Families, and 3<sup>rd</sup> parties

**Hierarchical dependency:**

- Direct Report: Head of Primary School

- ✓ *Safeguarding Cognita schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed*
- ✓ *Diversity Cognita's success depends on our people. With 80+ schools in eleven countries and our employees representing over 40 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background*
- ✓ *Equal opportunities: Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed, or victimised because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.*

**Signed:** ..... **Name (Print):** ..... **Date:** .....