

## Role Profile: Class Teacher – Maternity Cover

### Purpose

This is an exciting opportunity for a passionate individual to inspire our children.

- To deliver our bespoke wide-ranging curriculum
- To work in collaboration with all stake holders
- To be responsible for promoting and safeguarding the welfare of children

### Key Accountabilities

1. Teaching
  - Have high expectations in regard to standard of work and behaviour
  - Teach challenging, well-resourced and creative lessons in line with our curriculum
  - Follow the marking policy
  - Liaise with the SENCO and outside professionals
  - Communicate with parents/guardians
  - Direct teaching assistants in your class
  - Assess children in line with our expectations
2. Professional Development
  - Regularly, review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being
  - Be responsible for your class attainment and achievement
  - Participate fully in training and development opportunities identified by yourself or the school including attending weekly staff meetings
3. Other
  - Support the ethos and values of the school
  - Carry out playground or other duties as required
  - Organise and participate in school trips and extra-curricular activities
  - Attend school events and INSET
  - Perform any reasonable duties are requested by the Headteacher

## 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
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Commitment and real interest in education</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent interpersonal skills including the ability to relate well to people on all levels</li> <li>• Ability to work effectively as a member of a team</li> <li>• Excellent organisational &amp; administrative skills with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</li> <li>• An ability to understand and work with legislation and regulatory frameworks</li> <li>• Personal integrity, honesty, energy, stamina and enthusiasm</li> <li>• A willingness to give generously of their time to support school events and activities (these will not always be 8 – 4).</li> <li>• Flexibility – no day is the same when working with children</li> </ul>	<ul style="list-style-type: none"> <li>• A sensitivity to the day to day running of a busy school</li> <li>• Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs.</li> <li>• Has a clear philosophy of primary education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment and high standards.</li> <li>• Ability to lead other adults in the classroom.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Has achieved a sound academic standard i.e. 2:1 Degree in Education or Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• QTS</li> <li>• Evidence of ongoing professional development.</li> </ul>

<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Willingness to participate fully in the extracurricular life of our school.</li> <li>• Is committed to meeting the needs of children, whatever their background or ability.</li> <li>• Displays warmth, care and sensitivity when dealing with pupils.</li> <li>• Demonstrates a keen sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• A clear passion and commitment to educational excellence.</li> <li>• Is committed to continual personal and professional development. Is reflective and learns from past experiences.</li> </ul>
---------------------	--	---

## Key Stakeholders:

**Internal** – Pupils and all school staff.

**Cognita** - Colleagues across Cognita schools.

**External** - Key external relationships and parents.

## Governance:

- Cognita is the proprietor of Oakfields Preparatory School. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Cognita schools do not have governing bodies. However they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

---

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....