

Role Profile: Class Teacher

Purpose

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies, aims and ethos of the school and ensure the good social, emotional and physical development of every child.

Reporting to: Executive Principal

Department: Teaching

Working hours: Full-Time (term time plus inset and open days)

Checks: Enhanced DBS, 2 satisfactory references and prohibition from teaching check

Key Accountabilities

Teaching

- Planning and preparing lessons and resources
- Teaching the pupils assigned to you; differentiating and marking work, including examinations to be carried out by the pupils in School.
- Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments.
- Assessing, recording and reporting on the development, progress and attainment of pupils including:
 - providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.
 - communicating and consulting with the parents of pupils.
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Accompanying pupils on trips away from the School (residential).
- Maintaining and monitoring display work in appropriate areas of the School.
- Possible Co-ordinator for agreed curriculum area for whole School.

Professional Development

- Participating in any arrangements that may be made for teacher appraisal.
- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

Educational Methods

- Advising and co-operating with the Headteacher, Senior Leaders and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching, assessment of pastoral arrangements and teaching materials.
- Being aware of developments in ICT and how they may be integrated into your subject to Support our EdTech Project.

Discipline, Health and Safety

- Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- Reporting accidents, injuries and near misses to the School Health & Safety Officer.

Other Duties

- Organisation of Parent meetings, Inset and participating in Staff Meetings at the school which relate to any of the purposes described above, the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Co-ordinate an agreed After School Club throughout the year.
- Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with teachers and staff from other schools within the Group.
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Attend and plan assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after school sessions.
- Work with other Key Stage Staff to supervise lunch & play duty.

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
Skills & Knowledge	<ul style="list-style-type: none"> • Good behaviour management skills • Intermediate IT skills • Understanding of Safeguarding 	<ul style="list-style-type: none"> • Understanding of regulatory compliance requirements. • Basic understanding of Preventing Extremism
Qualifications	<ul style="list-style-type: none"> • UK Qualified Teacher status (QTS) • A-C GCSE's (or equivalent) in English, Maths and IT skills • Evidence of a commitment to good teaching practice • Evidence of participation in continuous personal and professional development or study 	<ul style="list-style-type: none"> • Understanding of how to use basic first aid equipment as required.
Experience	<ul style="list-style-type: none"> • Recent teaching experience in a school • Knowledge of relevant Key Stages and National Curriculum requirements • Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) • An understanding of safeguarding procedures and child protection methods and responsibilities • Understands and values the processes of planning as an aid to raising standards & attainment 	
Other	<ul style="list-style-type: none"> • Neat, tidy professional appearance and pleasant, friendly manner • Respects the need for confidentiality • Confident approach to varied situations. • Willing to support school initiatives • Has an ability to form and maintain appropriate relationships and personal boundaries with children • Is willing to work within organisational procedures and processes and to meet required standards of the role • Can demonstrate good working relationships with the whole staff team • Has the ability to work under pressure and prioritise their workload to meet deadlines • Is able to work on their own initiative • Can be flexible and able to work as part of a team • Is committed to safeguarding children 	

Key Stakeholders:

Internal – Communicating and consulting with the parents of pupils

External – Communicating and co-operating with persons or bodies outside the school

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: