

Job title: Early Years Substitute Teacher

Month-Year
September 2024

Mission: To provide students with a quality education that allows them to acquire the necessary skills for their integral development and to participate positively in society.

The Early Years Substitute Teacher Teacher will support the following COGNITA strategic Priorities:

1. *Incorporate their teaching style into the Cognita Way of providing vibrant and stimulating classroom environments*
2. *Be distinctive so parents and students choose and stay at our schools*

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"> • Academic Results • Parent and student satisfaction survey • Student well-being. 	<p>Integrity: Keeping transparency in mind at all stages</p> <p>Innovation: proposal of added value processes</p> <p>Collaboration: Working towards a common goal (teamwork)</p> <p>Pursues Excellence: Driven to grow and do things even better</p> <p>Accountability: Actions and decisions are taken to achieve the required results</p>	<ul style="list-style-type: none"> • Supervision, Evaluation, Recording and Reporting of student learning. • Refer to school learning objectives and curriculum to plan engaging activities in collaboration with the class team • Keep oneself informed and updated on individual children within the classes. • Ensure effective teaching and the best use of available time. Prepare in advance the necessary material in the classroom for the development of planned activities. Prepare the environment for learning goals. • Setting clear tasks and expectations that adequately challenge students and ensure high levels of interest. • Identify students with specific learning difficulties and high intellectual abilities, and working with them accordingly. • Identifying clear teaching objectives: classroom oriented, annual objectives and schedules how they will be delivered and assessed. • Ensure learning and discipline in accordance with school policies and procedures. • Inform relevant coordinator and other staff members of any schedule changes • Give each child the opportunity to reach his/her potential and meet high expectations. • Maintain communication with families. • Contribute with active participation in school life by collaborating in the proposed activities, meetings convened, and management systems established to coordinate the center. • Report any deficiencies detected in the facilities and equipment. • Collaborate with staff members on class rules and organization for transition periods, lunch, snack and rest time according to the age range. <p>*Assume any additional responsibilities that may be determined at any time.</p>	<ul style="list-style-type: none"> • Empathy and resilience • Ability to identify problems and significant behavioural changes in students. • Good communication skills, both written and verbal. • Achievement-oriented, self-starter with strong problem-solving skills. • Strong attention to detail and commitment to excellence. • People management skills. • Ability to lead and motivate students of different ages and interests. • Flexible and responsive to change. • Ability to collaborate and work as part of a team

Profile:

- Education: Degree in Early Childhood Education, or equivalent foreign degree.
- Experience: Recommended at least 2 years
- Skills: Microsoft Office package user level, knowledge of teaching technology tools or programs, familiarity with different types of teaching.

Relationships:

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

Hierarchical dependency:

- Direct Report: Pre-School Coordinator or Nursery Coordinator

- ✓ *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.*