

Job title: Secondary Substitute 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.

The Secondary Substitute Teacher will support the following COGNITA strategic Priorities:

1. *Improve Education by living and breathing the Cognita Way*
2. *Be distinctive so parents and students choose and stay at our schools*
3. *Invest in our people and be a great place to work*
4. *Grow Cognita to create an exciting future*
5. *Actively manage our finances to fund school investments*

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
	<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>	<p>1. Teaching, Class Management and Supervision</p> <ul style="list-style-type: none"> • Deliver pre-prepared lessons and provide effective instruction to secondary school students. • Manage classroom behavior and ensure a safe, positive learning environment. • Adapt to different teaching styles and student needs in various schools or year groups. • Mark work and provide feedback when necessary to support students' progress. • Collaborate with school staff and administrators to ensure continuity in learning. • Take attendance, supervise break times, and perform additional duties as needed. • Follow school policies, including safeguarding and child protection guidelines. • To report any damage or dangerous things in line with Health and Safety policy. • Additional duties may be assigned as necessary in line with the requirements of the role 	<ul style="list-style-type: none"> • Strong organisational skills. • Ability to work in a team. • Ability to manage change sensitively and effectively. • Initiative and passions. • High commitment to raise the standards of academic achievement of all pupils. • Clear understanding of effective teaching, learning and assessment techniques. • An instinctive commitment to the safeguarding of young people, and an up-to-date knowledge of child protection procedures. • You still love working with children.

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 3rd 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: