

Role Profile: KS2 Teacher (Maternity Cover for Year 3 Class)

Purpose

To ensure the effective teaching of all pupils; promoting the social, academic, moral, physical and emotional development of each child both inside and outside the classroom. Support the policies and aims of the school. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Key Accountabilities

Academic Curriculum:

- Plan and prepare work appropriate to the needs of the pupils
- Teach pupils using methods appropriate to the needs of the pupils
- Monitor and evaluate the effort, progress work standards and organisation of pupils; maintaining all necessary records; take relevant actions to improve the quality of teaching
- Whilst respecting confidentiality, report on the progress of individual pupils to parents/cares, colleagues and pupils as necessary

Pastoral Care:

- Maintain good order and promote self-discipline amongst pupils, safeguarding their health and safety
- Deal appropriately with sickness and injury
- Treat pupils with respect and compassion
- Encourage respect for self, others and the environment of the school
- Adhere to the Health and Safety policy document and guidelines within the Staff Handbook

Administration & Organisation:

- Planning
- Reporting
- Attending staff meetings, parent evenings and other school functions
- Carry out supervisory duties as required
- Audit required resources
- Obtain authorisation for expenditure according to the prescribed procedures
- Maintain school records accurately
- Organise and maintain a stimulating and attractive school environment, updating resources as required

Self-Development:

Within the school's development policy –

- Review own performance and identify self-development needs in discussion with management and colleagues as appropriate
- Attend in-service training courses as required
- Have a working knowledge of the teacher's professional duties
- Understand teachers' legal liabilities and responsibilities
- Set a good example to the pupils you teach through your presentation, personal and professional conduct
- Take professional responsibilities in relation to school policies and procedures
- To contribute to the overall life and work of the school

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	<ul style="list-style-type: none"> • Demonstrate relevant teaching experience • Demonstrate ability in the subject relevant to the learning needs of the students • Ability to communicate clearly both orally and in writing • Ability to develop and maintain effective relationships with colleagues, pupils and parents • Approachable, accessible and flexible • Ability to work effectively under pressure, prioritise and meet deadlines • Match teaching to the pupils' individual needs • Use a variety of teaching styles, including individual, group and whole class approach • Deliver a curriculum entitlement to include pupils of all abilities • Create appropriate, purposeful & stimulating environments for pupils' learning • Use assessment skills to set agreed targets with pupils • Use effective monitoring techniques to ensure targets are met • Ability to communicate pupils' progress effectively to key partners 	<ul style="list-style-type: none"> • Good personal presence; a sense of humour
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Professional qualification relevant to the post 	<ul style="list-style-type: none"> • Professional development relevant to the post
Experience	<ul style="list-style-type: none"> • Successful classroom practitioner • Experience/knowledge of current initiatives in education 	<ul style="list-style-type: none"> • Evidence of resource development within subject area
Other		

Key Stakeholders:

Internal – Head Teacher, Senior Leadership Team (SLT), teaching staff, relevant non-teaching support staff and parents.

External – Governing body

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.

Signed:

Name (print):

Date: