

Role Profile: Prep School Teacher

Purpose

To actively support the policies and aims of the school whilst effectively teaching and encouraging pupils to develop both inside and outside the classroom.

An outstanding primary teacher to join our flourishing and dedicated team. You will be required to teach small classes of pupils and undertake all necessary form duties to ensure that our pupils are safe and happy in school.

Key Accountabilities

Teaching

- Teaching pupils assigned to you, registering attendance, supervising, setting and marking work (including examinations) to be carried out by pupils in school or elsewhere
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety both on school premises and during authorised school activities elsewhere
- Planning and preparing courses and lessons, attending assemblies and attending and leading after school clubs
- Promoting the general progress/wellbeing of pupils, keeping records and reports on their development, attainment, personal and social needs
- Providing guidance and advice to pupils on educational and social matters
- Communicating and consulting with parents of pupils, participating in meetings arranged for any of the purposes described above
- Maintaining and monitoring display work in appropriate areas of the school
- Providing pastoral care to promote the well-being of pupils
- Communicating and co-operating with persons or bodies outside the school

Educational methods

- Reviewing from time to time your methods of teaching and programme of work
- Advising and co-operating with the Head of Prep School and other teachers on the preparation and development of courses of study, resources and programmes, pedagogy and assessment of pastoral arrangements
- Being aware of developments in ICT and how they may be integrated into your subject

Administration

- Participating in meetings which relate to the curriculum, the administration or organisation of the school, including pastoral arrangements
- 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

Learning and Development

- Participating in arrangements for your professional development
- Participating in any arrangements that may be made for performance management

Other Responsibilities

- To be a form tutor and therefore have overall academic and pastoral responsibility for a group of pupils
- To participate in the school's staff development programme
- To contribute to the school's extra-curricular program
- To continue personal development in relevant areas especially subject knowledge & teaching methods
- To engage actively with the school's performance management programme
- Where appropriate, ensure the effective deployment of classroom support
- To work as a member of a team, positively contributing to effective working relations within the school
- To communicate, where necessary with parents and external bodies, following school policies
- To attend Open Days and Evenings, Parents' Evenings & Prize Giving
- To attend assemblies
- To attend staff briefings
- To undertake duties as stated in the "Staff Duty Rota and Supervision Rota"

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	<p>A willingness to play a full part in a busy independent day school</p> <p>Good classroom management</p> <p>Flexibility</p> <p>Well organised, creative and innovative</p> <p>A role model</p> <p>Efficient in Microsoft Office</p>	
Qualifications	<p>A good university degree</p> <p>Qualified teacher status</p> <p>PGCE or equivalent</p>	Child Protection Certification
Experience	Recent experience with assessment, recording and reporting	
Personal Qualities	<p>Excellent punctuality and attendance</p> <p>Excellent organisational skills</p> <p>High expectations for achievement and behaviour, with a commitment to drive improvement in a non-selective school</p> <p>Willingness to commit to the whole school ethos and values</p> <p>Strong interpersonal skills to effectively communicate with staff, parents, and pupils</p> <p>A positive and solution-focused attitude</p> <p>An excellent role model in teaching and professional conduct</p> <p>Committed to self-improvement and development through self-evaluation, reflection and training</p> <p>Committed to the protection and safeguarding of children and young people</p>	

Key Stakeholders:

Internal – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

External – Parents, and other external agencies as required

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: