

Role Profile

Primary Teacher

Location: The English Montessori School (TEMS)

Function: School Classroom Teaching

Reporting To: Head of Juniors

What you'll be doing

Role purpose

As a teacher at TEMS, you are expected to follow the guidelines set out in the Cognita Teaching Toolkit. This includes clear expectations for planning, assessment, relationships, lesson delivery, and wider professional duties. You will also contribute to delivering the whole-school strategic priorities and undertake any reasonable tasks required by the Headteacher and Principal.

You will support the following TEMS strategic priorities:

- **Energised Leadership** – Our staff will feel empowered to lead in the classroom, and our students will be confident to take the initiative.
- **Personalised Learning** – Develop a learning environment where students become independent in a climate of creativity, innovation, and challenge.
- **People Growth** – Provide students with opportunities, support, and challenge to grow as individuals and become successful young citizens.
- **Community** – Encourage positive, collaborative partnerships with parents to ensure they can understand and support their children's progress and personal development. We will listen to all stakeholders and include their views in our strategic plans.
- **Innovation** – Harness new technologies and pedagogical research to ensure a cutting-edge and highly effective learning environment.
- **Brilliant Basics** – Build infrastructure, systems, and procedures that support a high-quality learning experience for staff, students, and parents.

Key responsibilities

1. As a Teacher:

- Deliver the primary curriculum, modelling outstanding practice in an innovative and inspirational way.
- Maintain high expectations of all students and track progress using formative assessment tools based on relevant data and observations across a wide range of opportunities.
- Use summative assessments to support overall teacher evaluations.
- Maintain a positive learning climate in accordance with school procedures and encourage good practice regarding punctuality, behaviour, and standards of work.
- Assess students' work in line with school policies and procedures, referring to student performance targets.

2. Other Responsibilities:

- Continue personal development and participate in the school's staff development programme.
- Engage actively with the school's performance management programme.
- Supervise children during break times as per rota.
- Attend staff meetings, open evenings, and parents' evenings.
- Attend morning assemblies and staff briefings unless on 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

What you'll bring

Essential	Desirable
Skills • Ability to contribute to team effectiveness, building on others' skills, strengths, and ideas. • Vision and strategic planning skills to identify needs and develop solutions. • Analytical skills to interpret data and trends, then provide appropriate and creative interventions. • Self-reflection and willingness to develop own practice and the practice of others.	Skills • Ability to directly lead others and also work through others.
Experience • Significant teaching experience in a primary school.	
Qualifications • Bachelor's degree and QTS or international equivalent.	
Other • Languages: English native speaker or equivalent level essential.	Other • Languages: Spanish proficiency would be desirable.

Key Stakeholders you'll be working with

- **Internal:** Phase Leaders.
- **External:** School Community.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA