

Role Profile

EYS – KS5 Subject and Class Teacher

Location: El Limonar International School (ELIS)

Function: School Classroom Teaching

Reporting To: Head of Section

What you'll be doing

Role purpose

You are responsible for promoting and safeguarding the welfare of children and young people in line with Cognita's Safeguarding and Child Protection Policy and Procedures. If, during your duties, you identify any instance where a child is suffering or likely to suffer significant harm, you must report concerns to the School's Child Protection and Wellbeing Coordinator (CPC), the Principal, or the Regional CEO so that appropriate referrals can be made.

What you will be doing

General Responsibilities

To understand, uphold and promote the school aims, principles and objectives:

- Fulfil contractual requirements and adhere to the staff Code of Conduct.
- Remain accountable to your line manager as outlined in the ELIS Villamartín academic leadership organigram.
- Keep abreast of educational developments in your subject area and in teaching and learning, making recommendations to line managers.
- Fully implement ELIS and Cognita safeguarding policies and procedures.
- Support the School Improvement Plan and self-evaluation processes.
- Collaborate with colleagues across departments, year groups, and key stages.
- Maintain high professional standards and comply with whole-school academic and organisational policies.

Specific Responsibilities

- Teach assigned classes and ensure pupils' safety and well-being at all times.
- Prepare lessons, maintain records of classwork and homework, and communicate effectively via SIMS, Webmail, and staff briefings.
- Differentiate lessons using AfL techniques to support all learners.
- Plan lessons with clear objectives, success criteria, and structured delivery.
- Maintain good order and behaviour in and out of the classroom.
- Set and mark homework according to school policy.
- Assess students' work against EYFS, National Curriculum, (I)GCSE, AS/A2, or Spanish national requirements and record results.
- Use baseline and external assessment data to evaluate student progress.
- Report progress to parents accurately and in detail.
- Leave suitable work for classes during absences.
- Care for materials and ELIS property, and manage book and material orders.
- Revise or produce schemes of work and curriculum guides annually.
- Attend and contribute to meetings, undertake professional development, and cover classes as required.
- Participate in enrichment programmes, assemblies, and extra-curricular activities.
- Maintain quality displays in classrooms and common areas.
- Undergo annual appraisal and provide evidence of progress towards performance targets.

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.

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 |
|---|---|
| <p>Skills</p> <ul style="list-style-type: none"> • Ability to use assessment for learning strategies to maximise pupil performance. • Provide student-centred feedback that inspires improvement. • Motivate pupils and instil a love of learning. • Skilled practitioner and communicator. | <p>Skills</p> <ul style="list-style-type: none"> • Ability to adapt and react positively in any situation. • Willingness to offer enrichment and extracurricular activities. |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Degree or equivalent in relevant subjects. • QTS with relevant teaching experience. • Fluent English speaker (C2 level if English is a second language). | <p>Qualifications</p> <ul style="list-style-type: none"> • Commitment to continual professional development. • Experience of the British educational system. • Eligible to work in the EU without a visa. |
| <p>Experience</p> <ul style="list-style-type: none"> • Strong understanding of safeguarding and child protection. • Clear philosophy on subject teaching and its role in the wider curriculum. • Ability to challenge high achievers while differentiating for all abilities. • Experience teaching remotely and knowledge of UK pedagogy. | <p>Experience</p> <ul style="list-style-type: none"> • Experience or awareness of pastoral and academic monitoring responsibilities. • Working knowledge of Spanish is an advantage. |

Key Stakeholders you'll be working with

- **Internal:** SLT, teachers, parents and students, pupil support services, relevant staff with cross school responsibilities, relevant non-teaching staff.
- **External:** School community, Wider Cognita teaching network.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA