

Role Profile

Class Teacher (KS2)

Location: Charterhouse Square

Function: School Classroom Teaching

Reporting To: Headteacher

What you'll be doing

Role purpose

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. To assist in the preparation of 11+ entrance exams. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

Hours

- 8:15am – 4.30pm Mon-Fri (term-time – 34 weeks)
 - Inset days x 5
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What you will be doing

Teaching and Learning

- Teaching pupils assigned to you, registering attendance, supervising, setting and marking work.
- 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, aligned with 11+ entrance exam requirements across core subjects.
- 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 program of work.
- Advising and co-operating with the Head of Upper House and SLT and other teachers on the preparation and development of courses of study, resources and programs, pedagogy and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

Other responsibilities

- To be a class teacher and therefore have overall academic and pastoral responsibility for a group of pupils.
- To participate in the school's staff development program.
- To contribute to the school's extra-curricular program.
- To continue personal development in relevant areas especially subject knowledge & teaching methods.
- 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 be an ambassador for the school.
 - To undertake duties as stated in the “Staff Duty Rota and Supervision Rota”.
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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 <ul style="list-style-type: none">• A willingness to play a full part in a busy independent school.• Knowledge of 11+ preparations.• Passion for teaching English and Maths.• Good classroom management.• Flexibility.	Skills <ul style="list-style-type: none">• Well organised, creative and innovative.• A role model.
Qualifications <ul style="list-style-type: none">• University Degree.• Qualified Teacher status.• PGCE or equivalent.	
Experience <ul style="list-style-type: none">• Prior teaching experience.	Experience <ul style="list-style-type: none">• Experience in teaching within the independent sector.• Experience in preparing pupils for selective school entrance exams.
Experience <ul style="list-style-type: none">• A positive attitude towards professional development and their own learning.• High expectations for achievement and behaviour, with a commitment to drive improvement.• Willingness to commit to the whole school ethos and values .• Strong interpersonal skills to effectively communicate with staff, parents, and pupils.	

Key Stakeholders you'll be working with

- **Internal:** Headteacher, Staff, Students, Cognita
- **External:** Parents

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA