

Role Profile

Early Years Teacher

Location: Florence Bilingual School

Function: School Classroom Teaching

Reporting To: Nursery and Pre-School Coordinator

What you'll be doing

Role purpose

Preschool teachers are responsible for the early education of children in their care. Their duties include developing and delivering interactive learning programs designed to engage and educate young children.

The Preschool Teacher will support the following Cognita Strategic Priorities:

1. Improve education by living and breathing the Cognita Way.
2. Be distinctive so parents and students choose and remain at our schools.
3. Invest in our people and be a great place to work.
4. Grow Cognita to create an exciting future.
5. Actively manage our finances to fund school investments.

Key responsibilities

- Supervise, evaluate, record, and report student learning.
- Stay informed and updated on individual children within the class.
- Ensure effective teaching and optimal use of available time.
- Prepare classroom materials in advance for planned activities.
- Set tasks and expectations that challenge students and maintain high levels of interest.
- Identify students with specific learning difficulties or exceptional intellectual abilities and provide appropriate support.
- Establish clear teaching objectives, including classroom goals and annual objectives, and plan how they will be delivered and assessed.
- Maintain learning and discipline in accordance with school policies and procedures.
- Inform other staff members of any schedule changes.
- Provide each child with opportunities to reach their potential and meet high expectations.
- Maintain regular communication with families.
- Actively participate in school life by collaborating in activities, attending meetings, and supporting management systems.
- Report any deficiencies in facilities or equipment.
- Assume any additional responsibilities as required.

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

Skills

- Proficiency in Microsoft Office.
 - Knowledge of educational technology tools and programs.
 - Familiarity with diverse teaching methods.
 - Empathetic and resilient.
 - Ability to identify problems and significant behavioural changes in students.
 - Strong written and verbal communication skills.
 - Achievement-oriented, self-starter with strong problem-solving skills.
 - Attention to detail and commitment to excellence.
 - People management skills.
 - Ability to lead and motivate students of different ages and interests.
 - Flexibility and responsiveness to change.
 - Ability to collaborate and work effectively as part of a team.
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Qualifications

- Degree in Early Childhood Education or equivalent foreign qualification.
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Experience

- Proven experience of teaching; minimum of 2 years recommended.
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Key Stakeholders you'll be working with

- **Internal:** Pupils, colleagues, heads, and support staff.
- **External:** Parents, families, and third parties.
- **Line management:** Direct report to Nursery and Pre-School Coordinator.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA