

JOB DESCRIPTION

Date

10.01.17

Job title:	Teacher
Reporting to:	Joint Acting Head (Head of Prep School)
Department/School:	Hydesville Tower School
Scope:	UK

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Working With Us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita's launch in 2004, we've built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Job Summary

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 EYFS teacher to join our flourishing and dedicated team. You will be required to teach small groups of pupils and undertake all necessary form duties to ensure that our pupils are safe and happy in school. You will maintain high standards of behaviour and discipline and act as a role model to all pupils in school. Willingness and flexibility to teach in EYFS and KS1 and full participation in the life of our school are essential attributes for this role. You will be required to communicate with other staff and parents of pupils, attend meetings and ensure that all deadlines are met.

Key Responsibilities

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
- 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, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements
- Being aware of developments in ICT and how they may be integrated into your subject

Public examinations

- If appropriate, participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
- 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

Principal Working Relationships

Internal: Head of Prep School
 EYFS Coordinator
 Assistant Head
 Year Partner

External: Parents and any other outside agencies

Person Specification

Education and Skills:

- A good degree
- Qualified Teacher Status
- Outstanding teaching
- A willingness to become involved in the life of the school
- Flexibility
- Well organised, creative and innovative
- Able to offer an extra-curricular club/activity
- A role model

Training and Experience:

- Experience in teaching the new curriculum
- Recent experience with assessment, recording and reporting

Competencies for the Role:

Role Specific

- The ability to teach all subjects across the curriculum to a high standard
- A specialism or interest which could be introduced as an extra-curricular activity
- Meticulous preparation of lessons and assessment of pupils' work
- Excellent communication skills

Values Based Behaviours – the behaviours associated with our company values

- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Remuneration

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development

Signed: Date:

Name (Print):