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| **Date** | **24.4.18** |

**JOB DESCRIPTION**

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| **NQT Class Teacher (KS2)** |
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**Job title:**

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| **Deputy Headteacher** |

**Reporting to:**

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| **Oakfields Montessori School** |

**Department/School:**

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| **Full Time (term time pus inset and open days)** |

**Working hours:**

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| **Enhanced DBS, 3 satisfactory references and Prohibition from Teaching** |

**Checks:**

*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.*

**Training and experience**

**Training Requirements:**

* UK Qualified Teacher status (QTS)
* Grade A-C in G.C.S.E. English and Maths (or equivalent)

**Languages:** English

**IT knowledge:** Intermediate

**Experience:**

* Recent teaching experience in a school (age relevant)
* Knowledge of relevant Key Stages and National Curriculum requirements
* Theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
* An understanding of safeguarding procedures and child protection methods and responsibilities
* Understands and values the process of planning as an aid to raising standards.

**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 ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom. Support the policies and aims of the school and ensure the good social, emotional and physical development of every child.

**Key Responsibilities**

**Teaching:**

* Planning and preparing courses and lessons
* Teaching the pupils assigned to you; setting and making work (including examinations) to be carried out by the pupils in school or elsewhere
* Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments
* Assessing, recording and reporting on the development, progress and attainment of pupils including:
* Providing/contributing oral and written assessments, reports and references relating to individual/groups of pupils
* Communicating and consulting with the parents of pupils.
* Promoting the general progress/wellbeing of any individual group of pupils assigned to you
* Providing guidance and advice to pupils on educational and social matters
* Accompanying pupils on trips away from the school
* Maintaining and monitoring display work in appropriate areas of the school
* Co-ordinator for agreed curriculum area for whole school.

**Professional Development**

* Participating in any arrangements that may be made for teacher appraisal
* Reviewing from time to time your methods of teaching and programme of work. Participating in arrangements for your professional development

**Educational Methods**

* Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching, assessments of pastoral arrangements and teaching materials.
* Being aware of developments in ICT and how they may be integrated into your subject.

**Discipline, Health and Safety**

* Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
* Reporting accidents, injuries and near misses to the School Health & Safety Officer.

**Other Duties**

* Organisation of Parent meetings, inset and participating in Staff Meetings at the school which relate to any of the purposes described above, the curriculum for the school or the administration or organisation of the school including pastoral arrangements
* Co-ordinate an agreed After School Club throughout the year
* 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
* Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support fr the teachers in the school and the ordering and allocation of equipment and materials
* Attend and plan assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after school sessions
* Attend weekly briefings and staff meetings, in addition to termly inset days

**Principal working relationships**

Internal

* Communicating and consulting with the parents of pupils

External

* Communicating and co-operating with persons or bodies outside the school

**Person Specification**

Education and Skills:

* High standard of English, Maths and IT skills
* Good behaviour management skills
* Evidence of participation in continuous personal and professional development of study
* Evidence of a commitment to good teaching practice
* UK Qualified Teacher status (QTS)

Competencies for the Role:

Role Specific

* Respects of the need for confidentiality
* Is responsible, honest and reliable with a good sense of humour
* Has an ability to form and maintain appropriate relationships and personal boundaries with children
* Is willing to work within organisational procedures and processes and to meet required standards of the role
* Can demonstrate good working relationships with the whole staff team
* Has the ability to work under pressure and prioritise their workload to meet deadlines
* Is able to work on their own initiative
* Can be flexible and able to work as part of a team
* Is committed to safeguarding children

Values Based Behaviours – the behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..