

# Job Description

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<b>Job Title:</b>	<b>Teacher</b>
<b>Reporting To:</b>	Head of department /Headteacher
<b>School :</b>	North Bridge House Canonbury
<b>Scope:</b>	UK
<b>Working hours:</b>	Full – permanent

## 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 within 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 instances 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 Office/Designated Safeguarding Leader or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or to the Local Authority Designated Officer.

## 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 64 schools that serve some 27,500 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 contribute to raising standards of student achievement in a subject area(s) by teaching a timetable of lessons and supporting the subject leader in the achievement of whole school and department goals as stated in the department's strategic plan.

## Key Responsibilities

### Teaching

- Model and deliver outstanding practice in own subject area(s)
- To have high expectations of all students based on relevant data
- To support, challenge and stretch students as appropriate
- To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the syllabus & the needs of the students
- To assess, record & report on the attainment, attendance & progress of students keeping such records as are required
- To provide or contribute to oral and written assessments, reports & references relating to individual or groups of students
- To prepare & update subject materials
- To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work
- To assess students' work in line with school policies & procedures referring to student performance targets

### Curriculum Provision & Development

- To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work & teaching strategies
- To contribute to the development & implementation of the subject's strategic plan
- To plan & prepare courses and lessons
- To attend & contribute to subject meetings

### Monitoring & Evaluation

- To use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action
- To review on a regular basis methods of teaching
- To produce annual reports and mid term grades for all students taught

### Pastoral

- To liaise with a Year Leader in implementing the school's pastoral policies
- To register students and accompany them to assemblies where required
- To enable, encourage & support a forms participation in the Student Council
- To support the House system and the participation of students in House extra-curricular activities
- To report to the Year Leader problems experienced by students & how these may be resolved
- To communicate with parents & outside bodies as appropriate
- To be a form tutor to an assigned group of students (if required) and to attend relevant form tutor meetings

## Other Responsibilities

- To participate in the school's staff development programme
- To continue personal development in relevant areas especially subject knowledge & teaching methods
- To engage actively with the school's performance management programme
- Where appropriate, ensure the effective deployment of classroom support
- 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 attend Open Evenings, Parents' Evenings & Speech Night
- To attend morning assemblies
- To attend staff morning briefing unless on duty
- To report to the school's Fire, Health & Safety Officer Fire, Health & Safety issues undertaking risk assessments where necessary
- To undertake before school, recess & bus duties as stated in the "Staff Duty Rota"

## Principal working relationships

### Internal

- Pupils
- All school non/teaching employees

### External

- Parents and guardians
- Education establishments,
- Suppliers

### Remuneration

- Teachers Pension Scheme
- Professional development
- School fee discount