JOB DESCRIPTION

(Hastings School – Primary)

Job title: Class teacher

Reporting to: Deputy Head of Primary

Department/School:

Name:

TThe job holder's responsibility for promoting and safeguarding the welfare of children and young people 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 ADE 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 have built an international network of 70+ schools that serve some 40,000 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

Year ? class teacher, carrying out duties reasonably assigned to you by Key Stage Coordinators, Deputy Head of Primary, Head of Primary or the Principal.

Key Responsibilities

Policy and Leadership
To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the National Curriculum requirements and in line with the curriculum policies of the school.

To share in the development of the school curriculum, teaching materials and programmes, methods of teaching and assessment and their review.

To actively support and contribute to the school's responsibility for safeguarding.

Management of Teaching and Learning
To plan appropriate work, differentiated where appropriate, to meet the needs of individuals and groups so as to ensure continuity, progression and quality of learning.

To create a purposeful learning environment and educational experiences which provide pupils with the opportunity to fulfil their potential.

To use a variety of teaching and learning approaches and to communicate clearly objectives, expectations, and success criteria.

Management of People
To manage pupils' development, taking into account their personal, social and emotional needs.

Directing and supervising the work of Teaching Assistants and/or Support Teachers as appropriate.

Management of Financial and Physical Resources
To organise and control the physical resources in your class.

To maintain an orderly working environment.

Evaluation and Quality
To monitor and assess pupils' learning in your classroom in order to inform future learning.

To keep effective records of pupils' progress and to report on achievement in line with school policy.

To help evaluate the quality of teaching and learning to help develop effective assessment strategies.

Administration
To carry out daily procedures in line with school policy such as recording attendance.

To provide records, information, reports as required by school policy and procedures.

Principal Working Relationships

Internal:

To work as a member of a team, planning co-operatively, sharing information, ideas and expertise and supporting colleagues' work.

To establish good working relationships with pupils and staff (teaching and non-teaching).

External:

To establish good working relationships with parents, and with all outside agencies and other professionals.

Values Based Behaviours – the behaviours associated with our company values.
- Excellence
- Respect
- Integrity
- Collaboration
- Accountability

Person Specification

Requirement	Essential	Desirable
Qualifications	• *University graduate with UK approved PGCE or international equivalent.*	• *Evidence of recent, relevant CPD*
Experience	• *At least 2 years' experience teaching in a British system.*	• *International experience*
Leadership & Management	• *Clear understanding of effective teaching, learning and assessment techniques within an English national curriculum context.* • *A commitment to raise the standards of academic achievement and emotional intelligence of all pupils within your sphere of influence.* • *An ability to initiate and manage change sensitively and effectively.* • *An instinctive commitment to the safeguarding of young people, and an up to date knowledge of child protection procedures.*	
Skills	• *Competence using a variety of ICT programs and software.* • *The ability to tracking pupil progress using baseline data.* • *Demonstrate evidence of excellent exam outcomes.*	• *The ability to speak Spanish.*

Personal qualities	*Initiative.* *Strong organizational skills.* *A quick learner.* *Excellent communicator.* *You still love working with children.*	*A curiosity towards and natural tolerance of lifestyles and languages different to your own.*

Remuneration

- Competitive salary
- School fee discount for children
- School-based and external professional development opportunities

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

Name (Print): …………………………………………….