

# Role Profile: Primary Teacher

## Purpose

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. To be a positive role model in terms of the Schools core values.

## Key Accountabilities (6-8 max)

### TEACHING

- Planning, preparing and delivering lessons.
- Teaching the pupils assigned to you; setting and marking work to be carried out by the pupils in School or elsewhere.
- Assessing, recording and reporting on the development, progress and attainment of pupils.

### OTHER ACTIVITIES

- 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.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

### ASSESSMENTS AND REPORTS

- Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils.

### EDUCATIONAL METHODS

- Advising and co-operating with the Head 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.

### STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or 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.

### ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Act as an Academic Mentor and / or Form Tutor.
- Support and contribute to the school's responsibility for safeguarding pupils.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the school's performance management review process.
- Adhere to policies as set out in the Staff Handbook and the Cognita Employee Handbook
- Undertake other reasonable duties related to the job purpose required from time to time.

## 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

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A well-qualified graduate with QTS or the equivalent gained through experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent, relevant continued professional development.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• High level of classroom teaching skills</li> <li>• High level of primary teaching skills</li> <li>• Teamwork: the ability to work collaboratively with others</li> <li>• Communication skills: the ability to make points clearly and understand the views of others; excellent written and spoken English</li> <li>• Excellent ICT skills</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with primary-aged children – KS2 in particular</li> <li>• Experience of organising or participating in extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a teacher working across Primary Phase</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to enthuse and inspire young people</li> <li>• Personal integrity, honesty, energy, stamina, enthusiasm, resilience, creativity</li> <li>• Commitment to personal development and life-long learning. Willingness to give generously of their time to support school events/activities</li> <li>• Commitment to a “through-school” approach to learning Commitment to teaching excellence</li> </ul>	

## Key Stakeholders:

**Internal** - Pupils, HODs, teachers, heads, internal colleagues, students, school staff

**External** – Parents, External Agencies

**Signed:** ..... **Name (print):** .....

**Date:** .....