



Role Profile: Form Teacher

Purpose

To be an exemplary Prince's Gardens teacher, taking responsibility for teaching, learning, curriculum provision and pastoral care at Prince's Gardens Preparatory School.

To be an ambassador for the school, delivering the Prince's Gardens enhanced curriculum and personalised learning model, promoting our vision and values at all times.

Key Accountabilities

- a) Promote an inspiring world of education following the Cognita Way



- b) Inspire children to develop an enthusiasm for learning to become Prince's Gardens learners
- c) Promote the well-being, health and happiness of the children, fostering positive self-esteem through the Be Well Charter
- d) Through reflective practice, provide a dynamic curriculum which is underpinned by enquiry, exploration, inclusion and high expectations, working at least a year ahead of the NC
- e) Ensure an appropriate balance of teacher led and child initiated or independent activities
- f) Ensure excellent progress, across all curriculum areas through effective observation, planning, assessment, tracking and reporting
- g) Record observations and feedback demonstrating learning and children's progress
- h) Create stimulating, age-appropriate environments which support learning
- i) Ensure children's work is valued by managing the provision of high quality, interactive displays throughout the school
- j) Monitor and evaluate progress for termly pupil progress review, identifying intervention needs for able and weaker pupils, IEPS and more able register
- k) Liaise effectively with staff to ensure the smoothest possible transition for the children, as they move from one academic year to the next
- l) Use a range of strategies to model and promote positive behaviour, encourage CORE values and our Golden Rules
- m) Work co-operatively alongside teaching assistants and other members of the wider school team
- n) Develop excellent relationships with parents to be actively involved in their child's development. Actively promote home/school partnerships through clear and friendly communication and consultation
- o) Support global initiatives with children located in partner schools
- p) Incorporate digital technology within planning and activities
- q) Promote key STEAM skills such as the 4C's across the curriculum
- r) Prepare reports following the annual reporting cycle
- s) Monitor and track attendance
- t) Ensure all regulatory requirements are followed
- u) Support school events to promote internal and external retention and promote the school in the wider area
- v) To undertake such additional duties as might be reasonably requested by the Head or other authorised person

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/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
Qualifications	<ul style="list-style-type: none"> • Level 6 or equivalent degree level qualification, which ensures staff to children ratios are maximised. • PGCE or equivalent teaching qualification 	<ul style="list-style-type: none"> • Evidence of further professional development • Paediatric First Aid certificate
Skills	<ul style="list-style-type: none"> • Inspiring communicator • Well organised • Team player • Positive attitude • Able to establish a rapport with children and adults alike • Able to prioritise and manage workloads to secure successful outcomes • Knowledge of relevant Key Stage and National Curriculum requirements • Able to reflect constructively on practice • A strong command of spoken and written English • Excellent IT and Ed Tec skills • Excellent inter-personal skills to develop key relationships 	<ul style="list-style-type: none"> • Able to offer a range of activities to support the extra-curricular provision within the school • MIE • Knowledge of the revised EF framework
Experience	<ul style="list-style-type: none"> • A sound understanding of child development • Knowledge of relevant Key Stage, National Curriculum requirements and 11+ expectations • A sound understanding of digitalised adaptive testing and an ability to analyse standardised data to review and track children's progress, as well as to inform future learning 	<ul style="list-style-type: none"> • Experience of delivering outdoor learning programmes to support learning in key curriculum areas. • Experience of working across phases at the prep school/ primary level • Experience of working within central London Prep schools
Other		

Reporting to: Phase Lead

Key Stakeholders:

Internal

- Headmistress and Senior Leadership Team
- Heads of Department
- All Teaching Staff
- Business/Administration Staff
- Facilities and Site Management Staff
- Pupils

External

- Cognita Schools staff
- Parents
- Visitors
- External Contractors

Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Cognita employee benefits package

Teaching load

- The teaching/contact time associated with this post is approximately 80 % full timetable.