

Role Profile Class Teacher

Location: Hendon Prep School

Function: School Classroom Teaching

Reporting To: Headteacher

COGNITA

What you'll be doing

Role purpose

- To be an inspirational and dedicated teacher with a passion for science, capable of teaching to Scholarship level and preparing pupils for entrance to a range of selective senior schools.
- To uphold the highest standards of teaching and learning, inspiring pupils to achieve their full potential.
- To actively support the ethos, policies, and aims of Hendon Prep, ensuring the personal, social, emotional, and academic development of every child.
- To be a collaborative and proactive team member, demonstrating excellent interpersonal skills and a commitment to sharing and developing best practice.

Key responsibilities

- Teaching and Learning
- Administration and Communication
- Professional Development
- Wellbeing, behaviour management, Health & Safety

What you will be doing

Teaching and Learning

- Plan, prepare, and deliver high-quality lessons and schemes of work for the science department.
- Set and mark work, including assessments and examinations, beyond classroom hours.
- Assess, record, track, and report on pupil progress, using this to inform future planning.
- Prepare pupils for public examinations and supervise them during these assessments.
- Accompany pupils on educational visits and trips.
- Maintain engaging and purposeful displays in designated teaching areas.

Administration and Communication

- Undertake administrative tasks related to teaching responsibilities, including managing support staff and resources.
- Register pupil attendance and supervise pupils during school hours and activities.
- Maintain records and reports on pupils' personal and social development.

Professional Development

- Regularly review teaching methods and curriculum planning.
- Engage fully in professional development opportunities.
- Participate in performance management and appraisal processes.
- Collaborate with the Assistant Head (Teaching & Learning) and colleagues to develop curriculum content, teaching materials, and pastoral strategies.
- Stay informed about developments in educational technology and integrate ICT effectively

Wellbeing, behaviour management, Health & Safety

- Maintain high standards of behaviour, ensuring pupil safety on and off-site.
 - Prepare risk assessments for teaching activities and school trips.
 - Complete compliance and safeguarding training as required.
 - Promote pupil wellbeing and provide guidance on educational and social matters.
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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

Role overview

What you'll bring

Essential	Desirable
Skills <ul style="list-style-type: none">Has excellent communication skillsHas effective organisational and planning skillsIs a confident and competent user of ICTDisplays a good understanding of a range of behaviour management strategiesIs willing to work within the organisational procedures and processes and to meet the required standards for the role.	Skills <ul style="list-style-type: none">Is resilient and demonstrates ability to work well under pressure.Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs.
Qualifications <ul style="list-style-type: none">Has achieved a sound academic standard	Qualifications <ul style="list-style-type: none">Has achieved a BSc or MSc degree
Experience <ul style="list-style-type: none">Ability to teach science to KS2Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young peopleHas proven experience working with parents and colleagues in a positive and constructive mannerHas underpinning knowledge and understanding of the National Curriculum	Experience <ul style="list-style-type: none">Has a clear philosophy of primary education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment, and high standards.Displays an awareness of the principles of Assessment for Learning and a commitment to effective assessment.
Other <ul style="list-style-type: none">Willingness to full participate fully in the extra-curricular life of our schools.Is committed to meeting the needs of children, whatever their background or ability.Displays warmth, care and sensitivity when dealing with pupils.	Other <ul style="list-style-type: none">A clear passion and commitment to teaching excellence.Is committed to continual personal and professional development. Is reflective and learns from past experiences.

Key Stakeholders you'll be working with

- **Internal:** Education establishments, suppliers, parents.
- **External:** All school non/teaching employees, pupils.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA