



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal /police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

Position Title	Relief Teacher	Reference: 200601
Function/Department	Teaching/Academic	Location: 1 Chuan Lane, Singapore
Manager Title	Deputy Head of School	
Position Type	Relief	

Responsibilities

- Responsible for the teaching of all subjects except those taught by specialist teachers according to school policies and schemes of work.
- Ensure medium term and short term planning are undertaken in accordance with the school policy.
- Ensure that the parent portal is kept up-to-date and provides useful links for parents.
- Work closely with parallel teacher(s) regarding termly and weekly planning, and with other staff to ensure continuity and progression.
- Ensure that the range of abilities among children is catered for by planned differentiated activities.
- Ensure monitoring, recording, assessment and reporting are undertaken in accordance with the school policies.
- Mark work appropriately and as immediately as possible in accordance with the marking policy, giving individual feedback and encouragement whenever possible.
- In case of absence of specialist P.E. teacher the class teacher will be expected to take P.E. lessons (excluding swimming).
- In liaison with music teacher, class teachers are responsible for rehearsing and directing children for concerts and services.
- Responsible for the pastoral care of the children in the class and ensuring good personal relationships are fostered between the children themselves and with the teacher.
- Responsible for the behaviour and discipline of children in the class in accordance with the school behaviour policy.
- Lunch daily with the children and monitor lunchtime behaviour (c/f staff handbook for procedure).
- Liaise closely with the Head Master and other staff members regarding any children for concern.
- Ensure that the classroom provides a stimulating and interesting learning environment. Displays should be changed regularly and be relevant to or the result of normal classroom work (c/f presentation policy).
- Be responsible for the organisation of all classroom resources ensuring they are accessible to children as appropriate.
- Ensure home/school reading diaries are read daily by class teacher and comments made as appropriate to ensure good communication.
- Ensure all paperwork is up-to-date and accurate (registers, profiles, health matters, etc.)
- Meet with parents as required and foster good professional relationships and communication with parents.
- Be prepared to market the school by speaking to prospective parents visiting the classroom, attending open evenings and acting as ambassadors for the school.
- Attend parents' evenings and school functions as required.
- Be responsible for care, security, and maintenance of resources and equipment in own classroom and throughout the school.
- Undertake all duties and procedures as specified in staff handbook.
- Organise a termly class assembly.
- Attend Parent Association events and other evening/weekend events.
- Attend staff/curriculum meetings including occasional whole school meetings.

- Participate in the appraisal process.
- Be prepared to attend INSETS (sometimes in evenings) and undertake continuous professional development.
- Be responsible for taking an after school activity club in liaison with the Head Master.
- To be a good role model in respect of speech, dress, behaviour and care of equipment.

Qualifications & Skills

- At least 1 year in teaching
- Able to communicate effectively in spoken and written English.

Contacts

- Infants, toddlers, young children, parents, teaching staff
- Head Master and Academic Leadership Team

Working Conditions

- Work days: Mondays to Fridays (Whenever necessary)
- Working hours: 8.00 am to 4.30pm (As required)

Safeguarding

It is the job holder's responsibility for promoting and safeguarding the welfare of children and young person's 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 Designated Safeguarding Lead or to the Head of School or indeed to the Regional CEO or Safeguarding Manager - Asia so that a referral can be made accordingly to the statutory services.

