

**Burlington Junior School**

Burlington Road, New Malden, Surrey KT3 4LT

Tel: 0208 942 2687 E-mail: [recruitment@bjs.rbksch.org](mailto:recruitment@bjs.rbksch.org)**Job Description**

Job Title	Class Teacher
Department or area	Burlington Junior School
Responsible to:	Head teacher
Purpose of the post	<ol style="list-style-type: none"><li>1. To ensure the development of pupils by delivering quality first teaching of the agreed school curriculum as a class based teacher.</li><li>2. To co-ordinate a curriculum subject area throughout the school if not an ECT</li></ol>
Main responsibilities	<ul style="list-style-type: none"><li>• To carry out the professional duties of a teacher as identified in the current Pay and Conditions Document, as circumstances may require, under the direction of the Head teacher.</li><li>• To be part of the school's team with a commitment to the school's aims, priorities, targets and development plans.</li><li>• To be familiar with the school's systems, structures, policies and procedures.</li><li>• To actively support school activities where required, including attending educational trips, extra-curricular activities, PTA events and parents' evenings, which may require some out-of-hours availability.</li><li>• To undertake other duties as may reasonably be expected of a class teacher, as directed by the Head teacher.</li><li>• To ensure that the school's Safeguarding Policy is adhered to and that keeping children safe is a priority.</li></ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"><li>• To plan, deliver and evaluate learning in accordance with National Curriculum requirements and the schools' curriculum <a href="#">intent</a>.</li><li>• To develop a range of teaching skills which address school (and/or national) issues, such as supporting pupils with SEND, those who are multilingual, those in receipt of pupil premium, summer-born pupils, more able pupils, looked after and vulnerable children.</li><li>• To differentiate resources and equipment as appropriate, so all pupils can access learning within lessons and develop independence as learners.</li><li>• To administer and review weekly homework.</li></ul>

- To plan and work with other colleagues to ensure all pupils make good progress using assessment to inform planning and activities.
- To liaise with the senior leadership team to ensure that teaching is delivered in line with school expectations and goals.

### **Pupils**

- To work as part of a year team to evaluate and develop pupils' learning needs.
- To support pupils in adhering to the school's behaviour principles of 'ready, respectful and safe' and enforce the school's behaviour policy through effective classroom management.
- To promote and monitor the social, emotional, health and economic well-being of all pupils in order for them to make a positive contribution to society.
- To communicate with parents/carers about a pupil's learning, behaviour, social or emotional well-being where there is a concern or something to be celebrated.
- To foster equality of opportunity for all pupils with particular reference to race, gender and disability.
- To ensure pupil progress is maintained to a high level where expectations are clearly set and communicated to pupils and parents, including target setting and next step marking.
- Where educational, social and/or behavioural issues cause concern and may require SEN support, consult with the SENCo to prepare either an individual support plan or an Educational Health and Care plan for a pupil.
- To understand and follow the school's safeguarding procedures.
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### **Record Keeping**

- To ensure thorough record-keeping details are maintained for individual pupils, in accordance with the agreed whole school procedure. This will include academic assessments, as well as information about a pupil's behaviour, personal and social needs.
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils, including using and interpreting SIMs.
- To ensure there is regular liaison between year groups and that appropriate records are passed on as part of school transition.

### **Personal Development**

- To self-evaluate your teaching to improve its effectiveness.
- To keep up-to-date with, and retaining knowledge about, the requirements of the curriculum and national guidelines.

	<ul style="list-style-type: none"> <li>To actively participate in arrangements for your further training and CPD as a teacher.</li> </ul> <p><b>Subject Leader (if appropriate)</b></p> <ul style="list-style-type: none"> <li>To develop your subject in relation to the National Curriculum, and to other subjects, with regard to continuity and progression.</li> <li>To contribute to the School Development Plan (SDP) and work with senior leaders to meet SDP targets.</li> <li>To review your subject policy on a regular basis and monitor planning and curriculum delivery.</li> <li>To liaise and communicate with Governors, community partners, borough staff and outside agencies</li> <li>To attend cluster meetings and other appropriate INSET as directed by the Head teacher and share information with teaching staff as required.</li> <li>To promote your curriculum area by entering competitions; organising extra-curricular activities, clubs and awareness days/ weeks; booking visitors and educational visits.</li> </ul> <p><b>Year leader and Core Subject Leaders (if appropriate to a UPS position)</b></p> <ul style="list-style-type: none"> <li>To induct new members of your team prior to working with pupils.</li> <li>To attend and contribute to Senior Leadership meetings.</li> <li>To work with senior leaders to meet SDP targets relating to pupil progress and attainment in the year group.</li> <li>To lead by example and model best teaching practice at all times.</li> <li>To mentor and coach new members of the team/ECT's in the year group.</li> <li>To monitor the teaching and learning of all team members.</li> <li>To co-ordinate extra-curricular events throughout the year.</li> <li>To ensure parents receive regular communication (curriculum newsletters/open mornings/feedback and target information).</li> <li>To manage pupil behaviour and meet with parents if behaviour is not of a high standard.</li> </ul>
Key Internal Relationships	<ul style="list-style-type: none"> <li>Head teacher and Senior Leadership Team, teaching staff, support staff and pupils</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>Parents, community partners, academy trust, borough staff, other schools in and out of borough, other relevant organisations, visitors to the school</li> </ul>
Health and Safety Safeguarding	<ul style="list-style-type: none"> <li>To have read and understood Keeping Children Safe in Education Part 1 and the school's Safeguarding Policy</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ensure health and safety and child protection procedures are followed at all times.</li></ul> |
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*This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post holder*

*P. using*

Agreed by Headteacher

Agreed by \_\_\_\_\_ Date: March 2024