The British Junior Academy of Brussels

To deliver a broad and balanced education, which enables the individual child to develop to his or her maximum potential, in a dynamic and caring environment.

Job description: Class teacher

The British Junior Academy of Brussels (BJAB) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All members of the teaching staff are required to remain updated on any changes to school policies and promote the ethos, aims and policies.

Position: Class teacher

Responsible to: Headteacher

Primary objective of role:

To teach pupils within the school to reach their full potential and to carry out such other associated duties as are reasonably assigned by the Headteacher.

Accountability and Responsibilities

Safeguarding and promoting the welfare of pupils:

- incorporate the school's vision, mission and core values into normal working practice and to be a positive role model to others
- place the safety and welfare of pupils above all other considerations
- treat all members of the school community, including pupils, parents, colleagues and governors with consideration and respect
- adhere to the principles and procedures contained in the policies in our safeguarding portfolio and in teaching and learning policies
- demonstrate a clear understanding of and commitment to non-discriminatory practice
- be alert to, and report appropriately, any behaviour that may indicate that a pupil is at risk of harm
- encourage all pupils to reach their full potential

Planning, Teaching and Learning

- have high expectations of all pupils to attain excellent academic standards
- plan and teach lessons and sequences of lessons to the classes; the class teacher is assigned to teach within the context of the school's plans, curriculum and schemes of work
- assess, monitor, record and report on the learning needs, progress and achievements of the students within the classes the class teacher is assigned to teach
- provide individual or group targets to promote learning
- participate in arrangements for preparing pupils for internal and external examinations
- provide opportunities for independent learning
- provide opportunities for practical work, investigation and research
- make provision for students of differing ability in all subjects (clear differentiation) and formulate and use IEPs where necessary
- create a stimulating class environment which promotes effective teaching and learning and of which students can feel ownership

- provide opportunities for the use of digital technology within all areas of the curriculum
- ensure that all classroom practice is in accordance with school policy and procedure
- monitor the progress of students by on-going assessment and record keeping
- use a range of teaching methods and resources to enhance the learning experience for all students.

Classroom management

- maintain a well-managed classroom with a good work ethos and good working relationships
- create a culture of achievement where pupils wish to do their best and are rewarded for doing so
- unsatisfactory behaviour is handled effectively as per school policy and procedures

Management and deployment of resources

- direct the work of the teaching assistants to ensure they are deployed effectively to aid teaching and learning at all times
- ensure classroom resources are organised and tidy
- allocate classroom space and time efficiently
- ensure adequate time is given to preparation, marking and displays
- control and oversee the use and storage of books and other teaching resources provided for class usage

Communication

- meet with the Headteacher and colleagues as necessary to discuss individual students and their progress
- monitor and report to parents on the progress of students within the allocated class, as directed
- report IEPs to parents, as directed
- attend parents' evenings or meetings throughout the year as required
- assess pupil achievements and progress in accordance with the agreed arrangements
- mark class attendance registers

Professional development

- maintain up-to-date subject knowledge
- self-evaluate and review teaching methods, materials and schemes of work
- participate in the school's Performance Management Cycle and be involved in opportunities for Continued Professional Development, including attending INSET

Additional responsibilities

- each class teacher will take responsibility for organising curriculum or enrichment activities throughout the year
- undertake at least one extra-curricular activity per academic year for a minimum of 20, one hour long sessions (or more if necessary e.g. P.E., Garderie and Music)
- participate in the duty rota
- undertake cover duties for colleagues as assigned by the Headteacher
- attend, and contribute to, staff meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision
- actively participate in school activities, such as assemblies, plays, concerts, workshops, sports days, trips and visits and fundraising ventures
- support the work of the Parent Teacher Association by attending events which promote the school

Special circumstances

To work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparation, assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

Teaching staff may be required to attend school during weekends or holiday periods throughout the year for up to five days for purposes of training (INSET) and preparation for the forthcoming academic term/year. Such required attendance will be advised to teaching staff before the commencement of the relevant leave period and will not give rise to any entitlement to compensatory leave days in lieu.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This Job Description may be amended at any time following discussion between the Headteacher and member of staff, to be reviewed annually.

Name of Post Holder:	
Signature of Post Holder:	
Date:	

Signed on behalf of the British Junior Academy of Brussels by:	
Name:	
Signature:	
Position:	