



Burdett-Coutts

**Burdett-Coutts & Townshend
Foundation CE Primary School**

Application Pack for Class Teacher

Welcome



Thank you for your interest in applying for the role of Class Teacher at our school. This application pack includes some information about our school, the job description, and the application process.

Burdett-Coutts is a single form entry primary school located in the heart of Westminster, with excellent transport links connecting to all major tube and railway lines and many bus routes. We are an Ofsted-rated Good school, serving a vibrant and diverse community. We promote excellent relationships within an inclusive, warm and secure environment, so our children feel safe and valued.

Further information about our school can be found at www.burdettcoutts.co.uk

We are looking for an inspirational, energetic and outstanding teacher for either our EYFS/KS1 or KS2 classes, with the knowledge and vision to build on our current successes. If you are committed, ambitious and driven by a passion for making learning fun and exciting, yet challenging, we would love to meet you.

If you have any questions or would like to make an appointment to visit our school, please contact Fatma Ilhan on 020 7828 6790.

Kind regards,
Yvonne Barnett
Head Teacher

- Please send completed application forms to recruitment@burdettcoutts.co.uk
- Closing date for applications: Monday 20th May at 12:00pm (midday)
- Interview dates for shortlisted candidates: Wednesday 22nd & Thursday 23rd May 2024

Our background



Built by Baroness Angela Burdett-Coutts in 1849 to serve the local community, our school is steeped in 175 years of rich history. We have gone through many changes but one thing remains the same: we keep our children at the heart of everything we do.

We are passionate about learning, and the importance for each child to be an enthusiastic and ambitious lifelong learner.

Located near the Houses of Parliament, the River Thames and all of the museums and galleries of central London, we are proud to offer an innovative curriculum that is underpinned by trips and visits to stimulate an excitement about learning.

In our delivery, we have embraced technology and collaboration, to build personalised, engaging and challenging learning opportunities for every child.

We want every child to enjoy coming to school, where each day's new experiences and opportunities enable all learners to flourish.

Our mission



At Burdett-Coutts, we are committed to providing the best possible education for every child. We are an established educational setting, with high standards and expectations, providing strong wellbeing and pastoral care for families and pupils within a nurturing environment.

We are a safe and happy learning environment where children and adults are valued, nurtured and empowered. We believe that our entire school community is responsible for instilling in our pupils, the values that will prepare them to be confident, caring and responsible members of society.

We aspire to develop the whole child through a diverse and inclusive curriculum that is underpinned by the development of cultural capital for all. We are committed to providing educational excellence and helping children to develop enquiring minds, are motivated to learn and have the ability to work both independently and collaboratively.

Burdett-Coutts is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all parts of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Job description: Class Teacher



Job Title: Class Teacher

Internal Key Contacts: Head Teacher, Assistant Head.

External Key Contacts: Church, Local Community, Parents, Agencies relevant to duties.

Summary of role:

The current School Teachers' Pay Conditions document describes the duties which are required to be undertaken by teachers in the course of their employment.

In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. It is the contractual duty of the class teacher to ensure that their professional duties are discharged effectively.

This job description sets out the duties undertaken and performed to the satisfaction of the Head Teacher and Governing Body by the class teacher.

The duties set out on the next page relate to the overall class teaching requirements and related expectations of a class teacher.

Job description: Class Teacher

Key Tasks & Activities:

- Within the class: to ensure the full implementation of the current National Curriculum for all subjects, or the Foundation Stage content as defined by the DfE, in accordance with school schemes of work and policies.
- Create a positive, stimulating and innovative learning environment for all. Maintain a well-organised classroom with appropriate displays, resource areas and materials.
- Plan and implement the curriculum to meet the needs of all pupils in the class and develop personal and social aspects of learning.
- We use Google Classroom to plan and deliver all lessons across the school. A working knowledge of Google Classroom is required, or the willingness to familiarise, learn and apply is essential.
- Develop effective ways of overcoming barriers to learning and sustain effective teaching through the assessment of learning.
- Keep under review the methods of planning and delivery of the curriculum, recording pupils' progress and make any required assessments.
- Monitor and assess own performance and take a proactive approach to professional development.
- Effectively manage pupil behaviour, encouraging a high standard of behaviour and mutual respect between pupils and all members of the school community.
- Promote and facilitate parental involvement in teaching and learning through a shared school/home approach.
- Work with support staff and other teachers in the classroom to effectively plan for a range of pupil needs and be supportive of and sensitive to the needs of other colleagues.
- Encourage interaction and teamwork within the school, share ideas and new initiatives and identify new ways of teaching the curriculum. When required, take a leading role in an area of school development.
- Advise other staff on teaching practice and to assist with inset for staff and governors when required to do so.
- Work alongside colleagues from other schools and professional settings when required to do so.

Other Responsibilities:

In addition, to undertake such duties of a similar nature as may be reasonably directed by the Head Teacher from time to time.

Note: *The duties and responsibilities of this post may vary according to the changing needs of the school. This job description may be reviewed at the discretion of the Head Teacher in the light of those changing requirements and in consultation with the class teacher and Governing Body.*

Person specification

A primary school Class Teacher teaches approximately 30 children aged 4 - 11 years. To be successful in this role, you must be able to adapt to the constantly changing curriculum; modifying lesson preparation and delivery accordingly.

Qualifications

- Degree level qualification.
- Professional Teaching Qualification e.g. QTS or PGCE.
- Willingness to continue professional development.

Communication Skills

- Effective verbal communication skills.
- Presents information and ideas clearly, using language appropriate to the audience.
- Positively influences the opinions of others through factual discussion.
- Adapts personal style to suit individual situations and needs.
- Creates an environment of trust by delivering on promises.
- Utilises report-writing skills to accurately reflect on a situation through positive language.
- Confident in leading staff meetings as appropriate.

Other Skills

- Demonstrates excellent classroom practice.
- Exercises flexibility in order to accommodate changes in work priorities.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem, making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness that children may have a variety of needs, planning and assessing as required to meet these. This may include working alongside the SENDCo and SEND support staff.
- Understand the nature of Church of England primary schools and be willing to teach R.E. and attend collective worship to meet the expectations of the Governing Body.

Accountability/Freedom to Act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behaviour in the work environment.

Leadership/Management Skills

- Ability to lead school based projects or developments.

Applications



All applications must be made using the LDBS application form >

Please complete all of the information required on the application form. In addition, you will need to submit:

- A recent copy of a formal lesson observation conducted by a senior leader
- A supporting statement.
- Complete the role specification document (see next page)

Please note, without these documents, your application may not be processed.

When completing the references section on the application form, please note that:

- Your first reference must be your current, or most recent, employer.
- You provide a referee who can confirm your suitability for the role.

Shortlisting

Once we have received your application, you will be notified via email. Those shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be required to teach an activity or lesson. Details of the lesson observation will be provided before the interview.

If successful at interview, candidates must be able to provide evidence of their Right to Work and remain in the UK. The school cannot employ any person who cannot validate their Right to Work and Remain in the UK, in line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS, in line with our commitment to the safeguarding of, and promoting the welfare of all of our children. We expect all members of staff to share this commitment.

All qualifications and references will be verified.

Role Specification Document

Please complete this sheet to specify the role you are applying for:

Key Stage:

- EYFS
- Key Stage 1
- Key Stage 2

Preferred Year Group:

- Nursery
- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6

Please list any Subject Leadership roles that you have held, along with any information you think is relevant:

Areas of Subject Leadership you are interested in if available:

Thank you for taking the time to complete this form.



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Rochester Row
London SW1P 2QQ
020 7828 6790
www.burdettcoutts.co.uk