



**Hayes Park  
School**  
Learning for life

Head Teacher: Mrs R Broadhurst  
Raynton Drive, Hayes, Middlesex UB4 8BE  
020 8573 6117  
office@hayesparcschool.co.uk  
www.hayesparcschool.co.uk

## **Job Description: Class Teacher**

### **General Duties:**

The education and welfare of a designated class/group of pupils in accordance with the requirements of the Conditions of Employment of Teachers. These duties are set out in the current School Teachers Pay and Conditions Document.

### **Job Purpose:**

The Class Teacher will:

- teach a class of children, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
- ensure that the current national conditions of employment for schoolteachers are met.

### **Duties:**

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head Teacher and staff;
- plan appropriately to meet the needs of all children, to ensure successful learning;
- promote the well-being of individual pupils and of any class or group of pupils assigned to them;
- be able to set clear targets, based on prior attainment, for children's learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all children;
- keep appropriate and efficient records, integrating formative and summative assessment into planning and use them to inform the teaching and learning process;
- communicate and consult with parents on the development, progress and attainment of children;
- maintain good order and discipline amongst children, in accordance with the school's behaviour policy and safeguarding their health and safety both when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- communicate and co-operate with persons or bodies from outside of the school;
- lead, organise and direct support staff within the classroom;
- contribute to providing a rich and diverse curriculum that meets the requirements of the National Curriculum



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- keep abreast of the latest developments in teaching and learning;
- develop self and others and demonstrate the characteristics of a life-long learner;
- participate in the performance management system for the appraisal of their own performance, or that of other staff.
- attend staff meetings, INSET sessions and courses to ensure own professional development

### Changing Needs

The needs of the school will change over time and you may be required to change curriculum or age-group responsibilities. Your job description will be re-negotiated with you taking account of the school's changing needs and your own professional development.

Signed:.....Member of Staff      Date \_\_\_\_\_

.....Head Teacher      Date \_\_\_\_\_

.....Chair of Governors Date \_\_\_\_\_