



**Hayes Park  
School**  
Learning for life

Head Teacher: Mrs R Broadhurst  
Raynton Drive, Hayes, Middlesex UB4 8BE  
020 8573 6117  
office@hayesparkschool.co.uk  
www.hayesparkschool.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, including those with SEND 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;
- manage behaviour in accordance with the school's behaviour & relationships policy to safeguard the health and safety of children 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 \_\_\_\_\_