



Hazelwick School

An Academy



JOB TITLE: Classroom Teacher

RESPONSIBLE TO: Head of Department

SALARY RANGE: MPS/UPS

Overall purpose of the role is to:

- carry out the professional duties of a teacher, as circumstances may require, in accordance with the school's policies under the direction of the Headteacher
- demonstrate a strong commitment to upholding and consistently applying the Teachers' Standards (DfE), ensuring high expectations of professional conduct, teaching quality, and student outcomes
- be committed to inclusive education
- promote and safeguard the welfare of students at Hazelwick School

Responsibilities will include:

Curriculum

- planning and preparing lessons and resource materials that lead to an appropriately adapted curriculum to meet the needs of all students
- ensuring that the departmental area scheme of work is followed and that work is planned well in advance of delivery
- ensuring that the progress and achievements of each student are monitored and recorded in accordance with school and departmental policies
- setting and monitoring homework assignments regularly in accordance with school and departmental policies
- ensuring that students are entered for appropriate examinations consistent with their progress and their potential
- teaching students and adapting lessons to their educational needs
- ensuring that the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson
- using a variety of teaching methods, which will stimulate learning and appropriate to student needs and demands on the curriculum
- preparing school reports, attending relevant Parents'/Carers' Evenings and meeting parents/carers at other times as necessary for ensuring maximum student achievement
- maintaining mark books and registers to a high standard
- adapting work to meet individual needs and promoting equal opportunities
- communicating effectively with form tutors, Heads of Year, parents/carers, Heads of Department and senior staff as appropriate, in order to maximise the opportunities for effective learning to take place
- ensuring a high-quality learning experience for all students, which meets school expectations

Students

- ensuring that the safety and welfare of the students is accorded top priority in the planning and delivery of each lesson
- ensuring that any sanctions imposed are in accordance with school policy
- ensuring that each lesson begins and ends punctually and that students are properly supervised at all times
- registering every class according to school policy within the first 10 minutes of each lesson
- ensuring that students' work is marked, corrected and returned promptly, providing constructive comments and feedback as appropriate and promoting high standards of content and presentation in accordance with departmental criteria
- monitoring any concerns with student achievement and taking appropriate action

Staff

- working in line with whole staff and departmental policies
- supporting Initial Teacher Trainees/Early Careers Teachers' work in the curriculum area or year team, as appropriate
- welcoming, supporting and encouraging new members of the curriculum area/year team
- sharing new ideas and suggestions, reflecting on good practice and being involved in lesson/task observation to improve professional practice

Resources

- creating and maintaining a classroom that is conducive to learning, tidy and well-organised working environment
- using displays as a means of encouraging students, celebrating success and raising levels of achievement
- ensuring that books, equipment and other resources are properly cared for and that their use is effectively managed and efficiently organised
- taking care of equipment and furniture, with any damage or defects to fabric or equipment being reported as appropriate

Other Duties

- attending staff meetings, scheduled INSET activities
- participating actively in the school's Continuous Professional Development (CPD) programme and implementing the outcome in the classroom
- engaging actively in the Performance Management process
- continuing personal development in all areas of Teaching and Learning
- working in support of whole school, departmental area and year group development plans
- taking time to read notices, keeping to deadlines and carrying out duties to the best of your ability

Role of the Form Tutor

- monitoring absences, lateness and uniform and maintaining accurate details of attendance in accordance with school policy
- ensuring that tutorial programmes are planned and delivered in accordance with the programme of study provided by the Heads of Year
- discussing academic progress of individual form members in order to set meaningful and challenging targets
- promoting students' achievements using praise and rewards effectively in line with school policy
- maintaining effective communication with students, subject teachers, Heads of Year and senior staff as necessary
- ensuring that students new to the school are properly inducted

Post-threshold teachers (UPS1 and UPS2) are to ensure they:

- demonstrate that they are meeting the relevant professional standards in a sustained and substantial way
- demonstrate a significant and sustained impact on student outcomes and how leadership in their teaching
- model excellent practice to their colleagues and have a positive influence on the whole school's culture

UPS3 Teachers are to:

- demonstrate that they are experts in their field, with significant leadership and influence over the school's teaching and learning practices
- provide a role model for teaching and learning and make a distinctive contribution to the raising of student standards
- contribute effectively to the work of a wider network of colleagues beyond departmental areas

Safeguarding:

- Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy.

Other Requirements:

- maintaining confidentiality at all times
- being aware of and adhere to all school policies and procedures
- carrying out such other duties as may be required

The job description is current at the date shown, however this may be amended and/or adapted by the Headteacher to reflect or anticipate changes to the role, which are commensurate with the salary and job title.

Last updated December 2025