

Class Representative Information

Committee ownership for this job description:	E&C
Must be approved by FGB:	N
Required by: 1 / 2 <ul style="list-style-type: none"> Where 1 is indicated, the requirement is statutory Where 2 is indicated, the requirement is recommended 	2
Frequency of review:	Bi-annually
Date last reviewed:	June 2016
Date of next review:	June 2018
Display on website:	Y
Purpose:	The purpose of this job description is to set out the role of the class rep and clarify responsibilities and levels of engagement with the school, staff, parents and governors
Consultation:	Senior Leadership Team (including HT), parents, staff and governors
Links with other policies:	<ul style="list-style-type: none"> Whole school vision statement Inclusion Policy

Class Reps play an important role in building good communication between parents and the school. They liaise with the Head Teacher, are very welcome to attend PTA meetings, and help muster support for any PTA events. Class Reps have their class teacher's email address and have regular meetings with the school's Leadership Team to discuss any issues with communication.

CLASS REPS KEY RESPONSIBILITIES

Supporting the school to ensure good communication through:

- **Communicating key information to parents** - Class Reps will have their class teacher's email address and can clarify or give additional information to parents. They may for example pass on general information about the school or class that has not been included in the regular bulletin
- Class Reps will seek agenda items from their class's parents to bring up with Leadership
- At the beginning of the year class teachers and class reps will meet to confirm expectations regarding response time for emails/communications
- **Maintaining class lists** – A list of all parents in the class, with their contact details should be created and circulated at the beginning of the year. The information is confidential and cannot be obtained from the school. New parents should be approached and asked for details and permission to circulate them
- **Inducting new parents** – Starting a new school can be daunting, especially learning all the new routines and expectations. Class Reps will be given the contact details of new parents and asked to make contact and where possible organise a coffee morning to welcome them
- **Organising social events for parents** – Coffee mornings and social evenings are an effective way of helping parents get to know each other and generating a good team spirit in your class
- **PTA events** - A big part of the work of the PTA is to help organise fundraising events for the school. Class Reps do not necessarily need to attend PTA meetings but they should try to ensure there is class representation at each meeting. They will work with the PTA to organise class parents to help and support running these events
- **Next year's reps** – Towards the end of the year Class Reps should try and find at least two volunteers to take over responsibilities in September
- **Engagement & Communication committee (with the governors)** - *optional*
Once every half term the class reps are invited, in rotation, to attend the E&C committee meeting with the governors. This is a new initiative. Attendance is not compulsory but can be very helpful.
These meetings take place in the evening at the school and are a valuable two-way forum: to hear what the governors are doing in their role as critical friends of the school holding the leadership to account for progress and

attainment, and also to discuss any concerns or issues that parents have raised with class reps and warrant the governors' attention.

LEADERSHIP RESPONSIBILITIES

- Attend half-termly meetings with class reps and inform them of dates in advance.
- Minute meetings and publish on website