



Job Description

Reception Teacher (with the opportunity to take on EYFS Co-ordinator role)

Teacher Duties

Management and administrative responsibilities:

1. Organising and arranging the class room as a stimulating and constructive working environment;
2. Reporting the need for the repair or replacement of classroom furniture or equipment to the School Office;
3. With due deference to school curriculum documents and schemes, to plan for the provision of a broad and balanced curriculum;
4. Ensuring that there are proper resources for good classroom practice and the efficient provision of the school curriculum within the constraints of the school budget. This includes maintaining adequate stocks of age appropriate resources/class equipment and maintaining/updating a class library;
5. Taking the class register each morning and afternoon ensuring compliance with all relevant regulations and ensuring that pupils' attendance records are kept up to date;
6. Maintaining up to date records of pupils' academic performance and to alert the SENCO or Child Protection Officers of specific concerns;
7. To be fully aware of the Health and Safety Policy of the school especially in relation to the age range of the class. To be fully conversant with emergency evacuation procedures. To advise the Head teacher of any areas of Risk within the school;
8. To supervise the use of reading records and home/school diaries by pupils in the class and to respond to parental emails sent to class web address;
9. To produce termly reports in line with school practice; to be available for parental consultation at the bi-yearly Parents' Evenings and to be available for other occasional evening meetings at the reasonable discretion of the Head Teacher;
10. To attend Staff Meetings including those on days prior to the beginning of terms and all official internal INSET days;
11. Where relevant, to direct dedicated Teaching Assistants;
12. To provide weekly planning schedules for the following week and upload these onto the school website before the start of each week;
13. To use the web site as a means of communication to parents (and colleagues) and where appropriate to designate homework tasks.



Teaching Responsibilities

14. To teach all Core and Foundation Subjects of the National Curriculum and Religious Education other than those for which specialist provision is provided;
15. To plan and update schemes of work in accordance with the published objectives and mission statement of the school and in liaison with the Headteacher as appropriate;
16. To follow school policies with respect to marking, assessment and reporting;
17. To set homework appropriate to the age and ability of the pupils;
18. To have due regard to individual differences within the class and to provide differentiation within the class either by variety of task; grouping, making use of support staff or streaming;
19. To seek to attend at least one external INSET course in each academic year;
20. To organise and accompany at least two educational outings for the class in a year;
21. To measure attainment regularly by appropriate standardised or general tests;
22. To reflect the range of work done within the class by display and exhibition. Class displays to be changed at least once a month;

Pastoral responsibilities

23. To conduct a Christian collective act of worship with the class on any morning when there is not assembly or Mass and to conclude the end of the working day with a prayer;
24. To be conversant with Special Needs of an emotional or domestic nature within the class and to respond accordingly;
25. To apply the school disciplinary policy and the school regulations in all dealings with pupils of a disciplinary nature;
26. To monitor and report to the Director of Pastoral Care any instances or allegations of bullying amongst pupils in the class.

General Duties

27. To be on the school premises from at least 8.15 a.m. until 3.20 p.m. (with a one hour break for lunch) and as necessary outside these hours, as appropriate for the role;
28. To provide supervisory duties as laid down by the duty rota organised by the Deputy Head;
29. To cover for absent staff as on the substitute list as published with due regard given to work load and minimum rights to non-contact time;



Opportunity to take on:

Early Years Co-ordinator role

30. Establishing a clear management role in relation to raising achievement for EYFS stage pupils;
31. To lead and develop an effective EYFS team by establishing clear expectations and constructive working relationships, good team work, mutual support, delegating tasks and staff as appropriate, evaluating practice and development, and motivating Teachers and Teaching Assistants in delivering a high quality in Teaching and Learning;
32. To ensure the highest possible standards of education for the children - socially, emotionally, physically, intellectually and aesthetically
33. To conduct in collaboration with the Head the EYFS staff performance reviews;
34. To ensure policies and schemes of work are being followed and documents pertaining are regularly reviewed and kept up to date;
35. Evaluations of how well the schemes of work are being implemented;
36. To identify assessment criteria with EYFS staff and to track assessment data to ensure that the provision being delivered is progressive with continuity being maintained and pupils are challenged;
37. To agree the EYFS medium term plans;
38. To monitor EYFS classes through lesson observations, work scrutinies and learning walks at least once a term;
39. To ensure that the EYFS programme remains up to date by attending appropriate training courses or through reading relevant materials and research;
40. To chair regular meetings with EYFS staff and where necessary feedback outcomes to SMT;
41. To monitor EYFS spending so that it is appropriate and within budget;
42. To be prepared to lead specific INSET or to provide written or verbal reports to the SMT, Governors or School Inspectors as required.
43. Conduct pupil moderation and assessment to submit to the local authority, with moderations being reviewed with the EYFS team;
44. To liaise with the KS1 Phase Leader to facilitate a good transition for pupils from Reception to Year 1;
45. To attend SMT meetings at least once a term;
46. To play a positive leading role in the general life of the school; e.g. special events, book week, visits, open days, assemblies
47. To be responsible to the Head Teacher.