



THE BEAULIEU PARK SCHOOL-PRIMARY PHASE JOB DESCRIPTION

Title of Post:	Reception Class Teacher
Salary Scale:	MPS/UPS
Responsible to:	Head of Primary School
Purpose of Job:	To provide for the educational, social, moral, spiritual and cultural development for each individual child in the class allocated.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Professional Duties

Teaching, Learning & Assessment

- Contributing to the preparation and development of the school curriculum, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning, preparing and assessing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of children, having high expectations and setting challenging targets
- Promote the inclusion and acceptance of all children within the classroom ensuring equal access to lessons and their content
- Marking work and providing feedback (including homework in accordance with the School's Homework Policy) to children and parents in line with the School Marking and Feedback Policy
- Keeping up to date assessments on the development, progress and attainment of children and recording and reporting these assessments in line with the school Assessment Policies
- Administering assessment tasks in line with school policy

Other Activities

- To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of Primary School.

- Be aware of and support children's differences and ensure that all children have equal access to all school opportunities to learn and develop
- To promote the general progress and well being of individual children throughout the school.
- To provide advice and guidance to children and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Head of Primary School.
- Keep records and make reports on the personal and social needs of children
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual children and to participate in meetings arranged for any purposes described above including IEP Meetings
- To inform the Head of Primary School immediately of any concerns regarding a child's welfare
- To communicate and consult with parents of children and provide an accurate written annual report for parents
- To maintain good order and discipline among children throughout the school, in line with the Behaviour Policy
- To safeguard every child's health, safety and well being in line with school policies
- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Head of Primary School
- To register children at the start of the school day and after the lunch break
- To supervise children throughout the school during playtimes and at any other times requested by the Head of Primary School
- To play a full part in the school's programme of co-curricular activities and trips and visits

Leadership

- To plan, organise and manage the work of the Learning Support Assistant assigned to the class, in order to have a positive impact on children's progress
- To liaise with the SENCO to contribute to the planning and organising of the work of the SEN LSA, in order to have a positive impact on pupil progress
- To ensure that the LSA assigned to the class meets all of the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

- Review and evaluate teaching methods.
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- To participate in performance management reviews in line with school policy

To carry out any other duties reasonably requested by the Head of Primary School.

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head of Primary School. This may include at a later date teaching a different year group.

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.