

Date Valley School

Company number: 06845508 Registered Charity number: 1136298

Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB

Telephone: 0208 648 4647· Tel: 07980299717 Email: managingdirector@dvst.org.uk



JOB DESCRIPTION

Job Title:	Reception Teacher
Accountable to:	Head Teacher Managing Director
Base:	Date Valley School, Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB
Liases with:	Head Teacher Early Years Coordinator Other Early Years Practitioners Key Stage Teachers Subject Coordinators Teaching Assistants

JOB PURPOSE

- To plan and teach in all areas covered by the EYFS
- To carry out professional duties and to have responsibility for an assigned class
- To be responsible for the day to day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities
- To promote the aims and objectives of the school and maintain its philosophy of education

JOB REQUIREMENTS

The teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs
- be familiar with the Early Years Foundation Stage
- have some knowledge of the Montessori Curriculum (not essential)
- maintain the positive Islamic 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 governing board members
- ensure that the current national conditions of employment for school teachers and teaching standards are met
- strive to be an excellent teacher and support the school in its aims to be an outstanding school at all times

DUTIES

The teacher will:

- implement agreed school policies and guidelines
- support initiatives decided by the Head Teacher, Early Years Coordinator and staff
- teach according to the Early Years Foundation Stage
- support the teaching of Islamic Studies as and when required
- plan appropriately to meet the needs of all pupils, through differentiation of tasks
- be able to set clear targets, based on prior attainment, for pupils' learning

- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- report to parents on the development, progress and attainment of pupils via school reports, parent teacher meetings and individual parent meetings
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- participate in meetings which relate to the school's management, curriculum, administration or organisation
- lead, organise and direct support staff and teaching assistants within the classroom
- Communicate and co-operate with specialists from outside agencies
- to implement the schools Montessori curriculum (where possible)
- participate in the performance management system for the appraisal of their own performance, or that of other teachers
- to help with the marketing of the school as and when appropriate

ADDITIONAL DUTIES OF PERSONAL CARE

The teacher will:

- Dress and undress the children whenever necessary throughout the day
- Supervise the children eating and drinking
- Move and handle children, where necessary, following Health and Safety Guidelines
- Toilet children, assisting them towards independence
- Occasionally, changing incontinent children who have soiled, with help from a colleague if required

GENERAL

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Head Teacher
- This Job Description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder

Person Specification: Reception Teacher

	Essential	Desirable
Qualifications	Level 4 / Level 5 qualification in Early Years education	Qualified Teacher Status Evidence of continuous INSET and commitment to further professional development Montessori teaching qualification
Experience	Experience of teaching in Early Years	Some teaching experience in Key Stage 1 Some teaching experience at the foundation stage
Knowledge and understanding	Knowledge of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); Knowledge of the Early Years Foundation Stage Accurate understanding of monitoring, assessment, recording and reporting of pupils' progress Knowledge and understanding of the statutory requirements of legislation concerning Safe guarding, Child protection, Equal	Knowledge and understanding of the Montessori Principles of teaching Either have a more comprehensive understanding of Islam and / or be willing to learn as part of their professional development

	<p>Opportunities, Health & Safety and SEN</p> <p>Understanding the importance of establishing positive links within school and with all its stakeholders</p> <p>Effective teaching and learning styles</p> <p>Have basic knowledge of Islamic values and etiquettes and show consideration in promoting the ethos of the school</p>	
Skills	<p>Excellent classroom skills and management</p> <p>The ability to plan, monitor, evaluate and review for pupils' progress</p> <p>The ability to record achievements of children through profiles and observations</p> <p>The ability to analyse and use data to inform planning and match work to pupils' needs</p> <p>The ability to work collaboratively and effectively in a team with staff, governors and parents</p> <p>High level of written and oral communication skills</p> <p>Promotion of positive behaviour strategies and constructive handling of problems</p> <p>To have the potential for learning new skills and the ability to implement new initiatives and ideas</p>	<p>Ability to integrate the effective use of ICT within planning and teaching</p> <p>Willingness to share good practice with other staff</p> <p>Evidence of team teaching</p>
Personal characteristics	<p>Act as a role model to pupils and adhere to the school's code of conduct</p> <p>An awareness, understanding and commitment to equal opportunities</p> <p>To have the ability to work closely as part of a team</p>	<p>To be positive and enthusiastic</p> <p>To have high expectations of self and others</p>