



## **JOB DESCRIPTION**

**Job Title:**                    **Class Teacher (Reception)**

**Name:**

**Responsible to:**        **EYFS Coordinator  
Headmistress**

### **General:**

- To support the ethos of the School and work in accordance with its aims and policies.
- To maintain high standards of time keeping.
- To carry out supervisory duties on a rotational basis as reasonably required, including registration of pupils and provision of relief cover.
- To take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To set a good example in terms of dress, punctuality and attendance.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To follow Health and Safety procedures.
- To safeguard the health and safety of all members of the school community where applicable.
- To be responsible for promoting and safeguarding the welfare of the pupils.
- To be aware of responsibilities under the School's Child Protection Policy and to report any concerns to the Headmistress as soon as they occur.
- To promote the Spiritual, Moral, Social and Cultural development of the pupils.
- To support the extra-curricular life of the School.
- To attend staff meetings as required.
- To promote equality of opportunity and anti-discriminatory practice for all children.

### **Specific Duties and Responsibilities:**

#### **Teaching and Planning:**

- To maintain high standards of teaching and learning, marking, monitoring, assessment and communication with parents.
- To deliver a balanced curriculum as appertaining to the Early Years Foundation Stage.
- To implement school policies, guidelines, schemes of work and plans in consultation/ collaboration with individual subject co-ordinators.
- To provide and implement short, medium and long term planning.
- To use assessment and evaluation to inform future planning.
- To plan, provide and supervise activities that are appropriate, stimulating and challenging, where appropriate making use of the Interactive Whiteboard.
- To use teaching and planning strategies that are appropriate to the educational needs of any child who has been identified as having Special Educational Needs, including Gifted and Talented and EAL, in partnership with parents and other relevant parties.
- To develop cross-curricular links and opportunities for ICT.
- To organise educational visits or separate in-school activities where possible to further complement the curriculum.
- To liaise with Specialist teachers to encourage cross-curricular links.

**Classroom Organisation:**

- To ensure that classroom organisation provides opportunities for pupils to take responsibility for their learning.
- To prepare classroom tasks and resources.
- To ensure that equipment/books are appropriate and in good working order.
- To be accountable for the distribution and collection of resources.
- To photocopy materials as required and in accordance with copyright laws.
- To prepare pupils' work for displays and maintain a high standard of display in the main classroom and throughout the School.
- To register attendance and return records to the School Office as required.

**Assessments:**

- To make regular assessment and observation of pupils to monitor and record progress and report findings as required.
- To keep Early Years Profiles up-to-date and complete the Foundation Stage Profile for each child by the required date.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage and to discuss with the SENCo/Headmistress where appropriate.
- To organise PIPS tests in the first half of the Autumn Term and the end of the Summer Term and send results away for analysis.
- To use the PIPS analysis and other assessment data to set individual targets for pupils.
- To monitor children's reading and ensure provision of a wide range of appropriate reading material for progression.
- To meet with parents formally and informally, if required, to discuss pupils' progress and individual issues.
- To mark/assess pupils' work promptly, positively and comment appropriately with regard to specific learning intentions.
- To write regular formal, informative reports on each pupil as required and to ensure photocopies of each report are filed in the pupil's folder in the School Office.
- To complete prefect reports.
- To complete merit book entry.
- To promote the general progress of pupils at all times.

**Provide Pastoral Care:**

- To take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the School.
- To take responsibility for the day to day emotional well-being of each child in the class and comply with Southend, Essex and Thurrock Child Protection procedures.
- To report any concerns relating to Child protection immediately to the Headmistress, who is the Designated person for Child Protection.
- To safeguard the Health and Safety of all members of the School Community and follow guidelines in the Health & Safety Policy.
- To report any concerns of safety immediately to the Health and Safety Coordinator.
- To supervise snack time for own class.
- To supervise children going to the playground/field and collect own class from playground/field at end of break/lunchtime.
- To supervise children going to and from other rooms (e.g. Studio/ICT room), ensuring behaviour which will not be distracting to others in the school.
- To assist with special events, e.g. Christmas Party, concerts, plays, school outings and sporting events.
- To supervise children changing for all sports activities including dance sessions.
- To prepare class assemblies as required.

- To carry out Risk Assessments for educational visits and classroom and ensure Health and Safety Procedures are followed.
- To carry out break, lunch and late duties if required.
- To assist with special events e.g. concerts, sporting events, plays, Celebration of the Year, Open Evening.

**Professional Development:**

- To identify training needs to further develop the role of this position as recognised by the Class Teacher and/or Headmistress.
- To keep well informed about new developments in the educational world and statutory requirements with particular attention to the EYFS Curriculum.
- To take part in the School Performance Management Programme and attend School INSET as required.

The Class Teacher should also be prepared to undertake other such specific duties that may be assigned by the Headmistress or members of the Senior Leadership Team.