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**JOB DESCRIPTION: RECEPTION CLASS TEACHER**

The Trustees of St Mary’s School Hampstead require the teacher:

* To carry out the general professional duties of a school teacher under the reasonable direction of the Headmistress of the school.
* To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headmistress.

The main professional duties are:

* Promote and support the Catholic ethos of the School.
* Attend assemblies, school masses, other religious observances and events, and contribute to the preparation of these throughout the school year.
* Work to achieve the general and particular aims of the School expressed in the School Mission Statement, the School’s Aims and Objectives and the School’s Operational Targets Plan.
* Identify clear learning objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
* Teach the class or group assigned to them, setting appropriate and demanding expectations for pupils’ learning and motivation, and promoting the general progress and well-being of the children.
* Identify pupils who have special educational needs and know where to get help in order to give positive and targeted support. Implement and keep records of Individual Learning Programmes (ILPs).
* Set clear targets for pupils’ learning, building on prior attainment.
* Keep records of planned work, in accordance with methods laid down by the Headmistress and agreed with the teaching staff of the School.
* Assess how well learning objectives have been achieved and use this assessment for future teaching.
* Mark and monitor pupils’ class work and homework, providing constructive oral and written feedback.
* Organise the classroom, educational materials, and apparatus so that it can be used to best advantage in the learning process by all children.
* Provide written reports for parents twice in the School year, to include academic achievement and progress in all subject areas as well as personal and social qualities and needs.
* Provide and contribute to oral and written statements, assessments, reports and references relating to individual or groups of children.
* Organise educational visits and activities which support and enhance the learning of the children.
* Maintain good order and discipline, safeguarding the health and safety of the children, either when they are on school premises or when engaged in authorised school activities elsewhere.
* Communicate and consult with parents of children at planned Parents’ Meetings and at other times in accordance with directions agreed by the Headmistress.
* Communicate and co-operate with professional bodies outside the School and participate in discussions to promote the general progress and well-being of individual or groups of children.
* Advise and co-operate with the Headmistress and other teachers in the provision of policy statements, the preparation and development of teaching materials, teaching programmes and methods of teaching and assessment.
* Register the attendance of children, and contribute to the supervision of children before, during or after school sessions according to prepared rotas.
* Provide supervisory cover and, so far as is practicable, teach any pupils whose teacher is not available to teach them, in accordance with the guidance provided by the Department of Education.
* Understand the need to take responsibility for their own professional development, keeping up to date with research and developments in primary education.
* Set a good example to the pupils they teach in their presentation and personal conduct.
* Establish effective working relationships with professional colleagues including the non-teaching staff.
* Evaluate their own teaching critically and use this to improve their effectiveness.