***The key objectives of the role are to:***

* Lead, manage and develop the curriculum delivered to all pupils in Reception
* Lead and develop the practice of staff working in Reception

***Responsibilities include:***

* Working with the assistant headteacher and the Key Stage 1 team to ensure continuity and progression in the curriculum
* Working with relevant external agencies
* Monitoring the consistency and quality of teaching and learning within Reception
* Establishing good professional relationships to promote development and effective delivery of the curriculum and maximise achievement
* Assisting in the development and implementation of school policies and the school improvement plan
* Being responsible and accountable for securing high levels of pupil achievement in Reception
* Using relevant assessment information to set pupil targets and targets for improvement across Reception
* In conjunction with all members of the Senior Leadership team, maintaining good communication with parents and the wider community
* Responding proactively to parental concerns relating to any aspect of pupil learning, teaching and pastoral care of pupils in Reception
* Ensuring that all staff in Reception have a clear understanding of their roles and responsibilities

***Person specification:***

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience of highly successful classroom teaching with current or very recent Reception experience | Yes |  |
| Ability to recognise high-quality practice and model this for others | Yes |  |
| Ability to manage staff, systems, time and resources | Yes |  |
| Ability to lead other adults and work collaboratively as part of a team | Yes |  |
| Excellent communication skills | Yes |  |
| Ability to think creatively and imaginatively |  | Yes |
| Ability to motivate and inspire | Yes |  |
| Evidence of good management practice and school improvement strategies |  | Yes |
| Experience of collecting and analysing assessment data | Yes |  |
| Evidence of continuing professional development |  | Yes |
| Experience of speaking to groups of parents and leading curriculum workshops |  | Yes |
| Experience of managing own budget |  | Yes |
| Experience of liaising with nursery settings |  | Yes |
| Experience of developing outdoor education in early years settings |  | Yes |
| Making a positive contribution to the whole staff team | Yes |  |
| Experience of effective transition to Key Stage One |  | Yes |
| Experience of designing an effective learning environment | Yes |  |
| Knowledge and experience of safeguarding procedures | Yes |  |