



Job Description

Reception Form Teacher

This job description is not exhaustive and we retain the right to alter it in line with annual needs.

Role

The form teacher is responsible for all pastoral issues concerning pupils in his/her form. The teacher is also responsible for delivery of the curriculum to pupils in Reception. The teacher is responsible to the Head of the Pre-Prep and the Deputy Head of the Pre-Prep who has particular responsibility for Early Years in the Pre-Preps. He/She is finally accountable to the Head of the School for the management of the following areas of responsibility.

Personal Qualities

We would expect the post holder to:-

- have thorough knowledge of the requirements of the Early Years and KS1 curriculum
- work well as part of a team
- foster good relationships with pupils, parents and colleagues
- have plenty of energy, enthusiasm and goodwill

The form teacher will:

1. Pastoral

- be responsible for the pastoral welfare of pupils in the class
- provide a happy, caring and stimulating atmosphere in the classroom
- inform the Head of Pre-Prep of any parental concerns

2. Curriculum

- be aware of the up-to-date requirements of the Early Years and KS1 curriculum
- produce short, medium and long term plans
- work closely with Subject co-ordinators and the Reception teacher in the parallel form
- differentiate the curriculum appropriately for those children requiring Learning Support and the Gifted & Talented
- involve the teaching assistant in planning and keep the Head of Learning Support informed
- maintain records of academic progress
- report to parents and attend Parents Evenings
- organise trips and events to support the curriculum
- liaise with the other Pre-Prep classes to ensure smooth transition

3. Other

- provide and maintain attractive displays for use in and around the classroom
- undertake break and lunch duties as requested
- cover for absent staff as necessary
- participate in staff development through school's appraisal system and internal and external INSET
- attend staff meetings and other school events as required
- manage an allocated budget and provide appropriate resources for the classroom
- adhere to the School's Health & Safety policy
- adhere to the School's Child Protection policy

8.02.2018