



St. Thomas Becket Catholic Primary School **Reception Class Teacher: Job Description**

The teacher's job description adheres to the conditions laid down in the School Teachers' Pay and Conditions Document and Diocesan guidelines.

In addition to these responsibilities, teachers are expected to nurture children's understanding and knowledge of the Catholic faith. The Mission Statement of St Thomas Becket Catholic Primary School should remain central to all aspects of their work.

Core Purpose

The Reception Class Teacher will:

- Be an outstanding Early Years practitioner who provides a rich, engaging and nurturing learning environment.
- Promote the educational, spiritual, social, emotional and physical development of every child.
- Ensure children make excellent progress from their starting points through high-quality teaching and learning experiences.
- Carry out the professional duties of a teacher under the reasonable direction of the Headteacher.
- Undertake additional responsibilities as reasonably assigned by the Headteacher.

Main Professional Duties

The Reception Class Teacher will:

Catholic Life and Ethos

- Promote and support the Catholic ethos and values of the school.
- Attend and contribute to assemblies, Masses, liturgies and other acts of worship.
- Foster children's spiritual development through the daily life of the classroom.
- Support the aims of the School Mission Statement and School Improvement Plan.

Teaching and Learning

- Deliver a high-quality Early Years curriculum in line with the EYFS Framework.
- Create a stimulating, safe and inclusive learning environment that encourages exploration, curiosity and independence.
- Plan engaging indoor and outdoor learning opportunities which support children's development across all areas of learning.
- Use a balance of adult-led and child-initiated activities to promote learning.
- Identify and respond to children's individual needs, interests and stages of development.
- Develop children's communication and language skills, early reading, writing and mathematics through purposeful play and direct teaching.
- Promote positive behaviour and establish strong routines that help children feel safe and secure.

Assessment and Progress

- Assess children's learning through high-quality observations and interactions.
- Maintain accurate records of children's progress in accordance with school procedures.
- Use assessment information effectively to inform planning and next steps in learning.
- Monitor and support the progress of all children, including those with SEND, EAL and disadvantaged pupils.
- Contribute to transition assessments and reports for parents and Year 1 colleagues.

Inclusion and Safeguarding

- Work closely with the Inclusion Lead and wider staff team to meet the needs of all learners.
- Contribute to Individual Learning Plans and support plans where required.
- Ensure safeguarding procedures are followed at all times.
- Promote children's welfare, health, safety and wellbeing.

Leadership and Professional Responsibilities

- Lead, organise and deploy support staff effectively within the Reception setting.
- Contribute to staff meetings, moderation activities, training and school development initiatives.
- Build positive partnerships with parents and carers, recognising their vital role in children's learning and development.
- Work collaboratively with colleagues across the school.
- Participate fully in the school's appraisal and professional development processes.
- Reflect upon and continually improve teaching practice through self-evaluation and professional learning.

Accountable For

- The education, welfare, safeguarding and spiritual development of the children in Reception.
- The quality of teaching, learning and assessment within the Reception class.
- Ensuring children make strong progress across all areas of the EYFS curriculum.
- Maintaining a safe, stimulating and nurturing learning environment.

Authority To

- Implement rewards, behaviour strategies and sanctions in accordance with school policies.
- Liaise with parents, carers and external professionals in accordance with school procedures.
- Direct and support Teaching Assistants and other adults working within the classroom.

Child Protection

The school takes the safety and welfare of children seriously. All staff are expected to:

- Follow the school's safeguarding and child protection policies and procedures.
- Promote the welfare of children and act on any concerns in accordance with statutory guidance.
- Maintain appropriate professional relationships with pupils and families.