

Role Profile: Rising Reception Teacher

Responsible to: Headmistress

Purpose

To be an inspirational and dedicated class teacher, responsible for the education and welfare of the children in the class.

To be committed to high standards of teaching and learning with the ability to inspire and motivate our children to develop their full potential. To fully support the policies and aims of the School and to ensure the personal, social, emotional and physical development of every child. To be a team player who is positive and proactive with good interpersonal skills and a willing approach to sharing and developing best practice.

Key Accountabilities

General

1. To be responsible to the Head Teacher
2. To work closely with the Rising Reception Lead teacher and Rising Reception staff team
3. To promote the education, welfare and personal care of pupils, having regard to the aims and objectives of Glenesk School and its policies
4. To establish and maintain good relations with pupils, parents and support staff, including peripatetic staff and outside agencies
5. To Set a good example in terms of dress, punctuality and attendance
6. To participate in meetings at the School which relate to the curriculum and organisation of the school and the pastoral care of the pupils

Responsibilities as a class teacher are as follows:

Organisation

- To be responsible for a class of children within Rising Reception
- To work as part of the Rising Reception team in the organisation and running of Rising Reception on a daily basis
- To work as part of the Rising Reception team in the organisation and upkeep of the outdoor area
- To ensure the classroom is well presented in line with Glenesk expectations
- To be responsible for classroom displays
- To support and direct the classroom assistant
- To carry out daily duties as specified on the duty rotas



Planning

- To attend and take part in weekly planning meetings
- To prepare lesson material on a daily basis

Teaching and Learning

- To be a “Key Person” for children in the class
- To monitor standards achieved by the children according to their stages of development
- To be responsible for Tapestry records for each child in the class in line with current EYFS guidelines
- To assess and observe children and record findings
- To liaise with the SENDco and other educational professionals when necessary
- To maintain confidentiality

Meetings

- To attend parents evenings/meetings when needed
- To attend Rising Reception, Early Years and whole school staff meetings
- To attend inset days
- To attend weekly staff meetings

Training

- To undertake compliance training
- To undertake education training and CPD

Health and Welfare

- To promote and be responsible for the Health and welfare of the children
- To supervise the children both in and out of doors
- To supervise children’s snack and lunch times
- To maintain cleanliness and hygiene within the Rising Reception environment
- To attend to children’s personal hygiene and bathroom hygiene
- To maintain a safe environment indoors and outside
- To ensure all toys and equipment are maintained to a clean, safe and acceptable standard

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required



GLENESK
Pre-Prep & Nursery School

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Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Confident and able ICT user• Strong communicator, able to make points clearly and understand the views of others• Self-management – be able to plan time effectively and to organise yourself well	
Qualifications	<ul style="list-style-type: none">• A good degree (QTS preferred, but an NQT would be considered) or• An Early Years qualification	
Experience	<ul style="list-style-type: none">• To demonstrate excellent teaching practice and be fully conversant with Early Years and Key Stage 1 curriculum• Proven track record of working with pupils, parents and staff.	<ul style="list-style-type: none">• Experience of working in an independent nursery and pre prep school
Other	<ul style="list-style-type: none">• Committed to the nurturing children and achieving excellence in all aspects of the pupil experience.• A caring, understanding and sensitive approach.• Adaptable, resilient and able to work well under pressure.• Enthusiastic, with a passion for teaching and learning.	

Key Stakeholders:

Internal – Pupils, Teaching Colleagues, Cognita Colleagues

External – Parents, Local Schools and Community Groups

Signed:

Name (print):

Date: