



JOB TITLE	Teacher - Reception
DEPARTMENT	Pre Prep & EYFS
REPORTS TO	EYFS Curriculum Manager, Head of Pre-Prep, Headmaster
LINE MANAGES	Class Teaching Assistant

JOB SUMMARY:

To provide excellent opportunities for development of Reception age pupils. To ensure care and the maintenance of a safe and stimulating learning environment. To establish and maintain positive links with parents and professionals working within and beyond the school.

KEY DUTIES AND RESPONSIBILITIES:

- Contribute to the running of an excellent Reception Class.
- Contribute to the core values of the school, attending regular INSET and other training opportunities.
- Provide a safe, stimulating and nurturing classroom environment that helps pupils to develop as learners.
- With direction from the EYFS Curriculum Manager, plan and prepare a full and balanced range of learning activities.
- Teach engaging and effective sessions that motivate, inspire and improve pupil attainment.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- Use regular assessments to monitor progress and set targets in line with School and National requirements.
- Respond accordingly to the results of such monitoring
- Ensure there is provision of learning support and extension, (in conjunction with the Head of Pre-Prep, EYFS Curriculum Manager and Learning Support Manager)
- Ensure that all pupils make continuing progress towards achieving expected levels.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications. Issue weekly newsletters.
- Support contacts with registered and prospective parents (e.g. when parents tour the School and on Open Days).
- Responsibility for the organisation and support of teaching assistants, as well as other staff who work with Reception children from time to time.
- Attend departmental meetings.
- Undertake the main professional duties as outlined in the Teacher's Job Description.
- Maintain and promote appropriate professional links to sustain the development of the EYFS.
- Undertake training to sustain personal performance and for further professional and career development and attend Departmental meetings.

**SAFEGUARDING:**

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with and regularly discuss concerns with the DSL.

ST AUBYN'S POLICY AND PROCEDURE

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Staff Behaviour, Safer Recruitment, Safeguarding -Child Protection, Keeping Children Safe in Education (Part 1) and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Headmaster, Head of Pre-Prep or EYFS Curriculum Manager.