

**Reception Teacher
JOB DESCRIPTION
ALLEN EDWARDS PRIMARY SCHOOL**

Post: Reception Class Teacher

Responsible to: Headteacher and Governing Body

Main purpose:

Class Responsibility for Reception pupils

In addition to:

- Fulfilling the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meeting the expectations set out in the [Teachers' Standards](#)

The Reception Teacher under the direction of the Headteacher, will take lead responsibility to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Professional responsibilities

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils, incorporating the areas of learning for **Early Years Foundation Stage** in line with the policies of the school.
- To facilitate, support and monitor the overall progress and development of Reception pupils and designated groups of pupils.
- To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
- To share in the development of the EYFS curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
- To support and contribute to the school's responsibility for safeguarding children.

Responsible for

- Co-operation and close liaison with parents and guardians, professionals within Early Years Foundation Stage and the wider school, including fellow staff and colleagues

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from external agencies (for example, specialist teachers from the LA support services, health professionals and social workers).

- Working with others to plan and coordinate work both indoors and outdoors.
- Motivating and stimulating children's learning abilities, encouraging learning through experience
- Liaising with the Year 1 staff to ensure the smooth transition between EYFS and Year 1

Generic responsibilities

- Teaching all areas of the foundation stage, which is focused on helping the children achieve early learning goals;
- To be part of a team to plan, prepare and evaluate all aspects of EYFS provision;
- Providing pastoral care and support to children and providing them with a secure environment in which to learn;
- Developing and producing visual aids and teaching resources;
- Organising learning materials and resources and making imaginative use of resources;
- Assisting with the development of children's personal/social and language abilities;
- Supporting the development of children's basic skills, including physical coordination, speech and communication;
- Encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play;
- Developing children's curiosity and knowledge;
- Working with others and contributing to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors;
- Sharing knowledge gained with other practitioners and parents;
- Observing, assessing and recording each child's progress and preparing reports for external agencies;
- Attending in-service training;
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school session;
- Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the school;
- Keeping up to date with changes in the curriculum and developments in best practice;
- To be adaptable, flexible and have a sense of fun and humour

Other duties

- To play a full part in the life of the school community, and support its distinct ethos.

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- To follow and actively promote the school's policies and procedures.
- To comply with health and safety policy and undertake risk assessments as appropriate.
- To actively pursue own personal and professional development.

Accountability

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

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Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Reception teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.