



**TEACHER (Early Years)
JOB DESCRIPTION**
Including 'Head of Reception' Responsibilities

Responsible to:	Head of Section and Headmaster
Job Overview	To carry out the functions of a teacher at Dulwich Prep London in accordance with the aims and objectives of the School and the Departments in which he / she is teaching.

Duties and Responsibilities:	<p>Teaching & Learning</p> <ul style="list-style-type: none">• To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.• To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety.• To plan, prepare and deliver high quality, differentiated lessons across the Early Years curriculum in line with the School's schemes of work.• To identify clear teaching objectives and success criteria, with appropriate challenge and high expectations.• To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting their abilities.• To provide effective feedback and enable pupils to develop positive attitudes to learning.• To assess, record and report on the development, progress and attainment of the pupils.• To use assessment to evaluate and improve teaching and the learning and attainment of the pupils.• To ensure effective use of support staff within the classroom, including parent helpers.• Contribute to the development and co-ordination of a particular area of the curriculum.• To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and schemes of work, teaching materials, resources, methods of teaching and pastoral arrangements.• To participate actively in staff meetings, INSET days and to share in supervisory duties.• To promote learning and celebrate achievement through stimulating and varied displays.• To ensure that school policies are reflected in daily practice.
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	<ul style="list-style-type: none"> • To promote strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education. <p>General Teacher</p> <ul style="list-style-type: none"> • To cover colleagues and perform all the duties and tasks expected of a class teacher. • To assist with standardised and internal pupil assessments. • To facilitate differentiation. • To participate in our admissions process. • To assist with administration and data analysis. <p>Training and Development</p> <ul style="list-style-type: none"> • Regularly review own practice, and in collaboration with your Head of Section, to set personal targets and take responsibility for own continuous professional development. • Participate in the performance review process. <p>General Requirements</p> <ul style="list-style-type: none"> • Promoting and safeguarding the welfare of pupils. • Maintain high professional standards of attendance, punctuality, appearance and conduct. • Maintain positive, courteous relations with pupils, parents and colleagues. • Contribute to the School's programme of extra-curricular activities. • Share regular supervisory duties as required. • Maintain good order and discipline among pupils and to support and contribute to the School's responsibility for safeguarding their students. • Attend all major school events such as Open Days, Sports Day, Assessment Days and Parents' Evenings. • Promote the good name and reputation of the School. • Adhere to School policies and procedures and be aware of risk assessments.
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<p>Keys Skills & Knowledge:</p>	<ul style="list-style-type: none"> • Outstanding practitioner with strong knowledge of child development. • Knowledge of current educational thinking, initiatives and issues in Early Years. • Full and relevant training and/or experience in the Foundation Stage and/or KSI, which qualifies you at Level 6 on the Children's Workforce Development Council qualifications list. • Knowledge and understanding of safeguarding procedures. • IT literate and understanding of the role of ICT in class.
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<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> • Enthusiastic individual with drive, energy and commitment, • Inspire confidence and respect from pupils, colleagues and parents. • To take initiative, plan, prioritise and manage a varied workload. • Team focused with a flexible approach. • Promote good practice by sharing knowledge and skills with colleagues. • Provide a rich learning environment. • Always have high expectations for the children, reflect on their learning and support them to reach their full potential. • Commit to the highest standards of educational and pastoral care for all pupils.
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<p>Terms & Conditions</p>	<p>Hours of Work</p> <ul style="list-style-type: none"> • Core school hours, when all teaching staff are expected to be in work, are currently 8am to 4.30pm each day, plus a proportional share of pastoral and organisational duties. • Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headmaster from time to time. <p>Safeguarding Children</p> <ul style="list-style-type: none"> • Dulwich Prep London is an equal opportunities employer committed to the safeguarding and promoting the welfare of children. Applicants will be subject to an enhanced DBS check and must be willing to undergo child protection screening including checks with past employers.
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HEAD OF RECEPTION

Additional Responsibilities as Head of Reception

- Meet regularly with the Head of Early Years (HoEY) and report on all day to day matters regarding the Reception Classes.
- To have an in-depth knowledge and understanding of the EYFS curriculum and Teaching Standards, and act as a role model to colleagues by keeping up-to-date with research and developments in Early Years provision.
- Chair the weekly Reception Team Planning Meetings, with class teachers and EYPs and write minutes.
- Review and oversee medium term and weekly planning for Reception.
- Check plans cover all areas of learning, identify assessment opportunities and consider the children's interests and EAL.
- Ensure planning is implemented with a balance of indoors and outdoors activities and child-initiated and adult-led learning.
- Encourage children to become independent and inquisitive learners through activities based on purposeful play, exploration and problem solving.
- Monitor observations of pupil learning and their application in the planning and teaching process.
- To be responsible for providing stimulating and well-presented learning environments in the Reception Classes and corridor.
- Promote positive partnerships with parents and carers through parent planning and encouraging their involvement in events.
- Discuss budget allocation with the HoEY and to be responsible for identifying and prioritising the need for new resources for the Reception Classes.
- Assist the Assistant Head of Early Years in ensuring EYFS profiles, internal and standardised assessments and work moderations are conducted and reviewed.
- Liaise with the Assistant Head of Early Years to review reporting arrangements to ensure a systematic approach for content and targets.
- Oversee the organisation of differentiated phonics groups within Reception.
- Oversee the organisation of educational visits in collaboration with the class teachers (risk assessments, transport, staffing, parent helpers, food etc.).
- Assist the HoEY in organising moderation and transition meetings with Year 1 teaching staff.
- Assist the HoEY in ensuring that the Early Years procedures and risk assessments are reviewed and implemented.
- Assist the HoEY to organise cover and duties in the event of staff absence.

It is expected that these responsibilities will evolve over time, given the particular strengths and interests of the successful candidate and to meet the needs of the School.