



## JOB DESCRIPTION: RECEPTION CLASSROOM TEACHER

<b>Job title</b>	Primary School Reception Teacher
<b>School</b>	Primary School
<b>Hours</b>	Full Time
<b>Contract</b>	3 years
<b>Classification</b>	Academic Staff
<b>Reporting to</b>	Head of Early Years / Head of Primary School
<b>Key duties and responsibilities</b>	
<p><b>Knowledge and Skills.</b> He/She should:</p> <ul style="list-style-type: none"> <li>• Have a detailed knowledge of the College’s vision and values statement and an understanding of how these principles are translated into practice in order to influence the ethos and decision-making process in the school</li> <li>• Possess good communication skills and be willing to adapt to the demands of an international school</li> <li>• Be willing to participate fully in a dynamic Primary School and in particular help to develop the team spirit within the school</li> <li>• Satisfy student needs in academic and pastoral matters</li> <li>• Teach mixed culture and ability classes using a variety of styles to create appropriate learning opportunities for all students</li> <li>• Be familiar with English National Curriculum for EYFS, KS1 or KS2</li> <li>• Keep abreast of current developments in Early Years/Primary School education</li> <li>• Operate as an effective team member who listens to and respects the views and values of others, be they students, staff or parents.</li> </ul> <p><b>Responsibilities</b> - He/She should:</p> <ul style="list-style-type: none"> <li>• Ensure that the College’s Philosophy and Objectives statement is widely published and understood within the classes</li> <li>• Monitor the effectiveness of the College’s Philosophy and Objectives statement within the classes to ensure that the highest levels of learning are being provided for the children</li> <li>• Ensure the wellbeing and safety of all children in the school through undertaking required training and following the EIM Safeguarding Framework</li> <li>• Be an effective, compassionate and caring teacher responsible for the planning, teaching and learning, assessment and pastoral well-being of the children in the classes and school as a whole</li> <li>• Be responsible for the line management and development of the assigned Teaching Assistants</li> <li>• Implement Early Years/Primary School policies and plans including EIM’s Engaging Learning Framework</li> <li>• Liaise with the Deputy Head of Primary, Year Leader, Specialist Teachers and Subject Co-ordinators to ensure the effective delivery of the curriculum</li> <li>• Participate in the design, development, implementation and review of the different curricula and schemes of work in the Early Years/Primary School</li> <li>• Participate in the design, development, implementation and evaluation of assessment and reporting systems for phase students</li> <li>• Use a variety of different teaching styles that cater for the individual learning styles of each student.</li> <li>• Ensure the discipline and safety of assigned classes</li> <li>• Be fully aware of the pastoral and medical needs of all children in your care; this involves reading each child’s medical records and school file</li> <li>• Maintain class registers and detailed records on each child’s progress throughout the year</li> <li>• Attend termly parent-teacher consultation meetings and to meet at other reasonable times when requested by a parent</li> </ul>	



- Write school reports, recommendations etc as per the College policy and the Head's request
- Participate in professional learning training and work towards developing self in accordance with the Teacher Competency Framework
- Help select resources and manage them efficiently in the classroom; including responsibility for the class budget
- Participate actively in regular Primary School meetings and events
- Contribute to the development of a positive attitude between the College and the wider community through cooperative relations, publications and competitions. On occasion this will require attendance at after-school events such as fetes, fund raising events etc.
- Help organise different year group and school events throughout the year
- Contribute to the school Yearbook, magazine and other publications
- Be willing to undertake a reasonable number of cover duties when fellow staff are absent
- Help maintain high levels of Health and Safety in the school.

### Person Specifications

The successful candidate must have:

- a degree in a related subject and an EYFS/Primary PGCE or equivalent
- at least 2 years' relevant teaching experience
- EYFS or KS1 English National Curriculum experience
- alignment with our core values
- strong written and verbal communication skills
- a hard-working, flexible attitude
- a commitment to fulfil all pastoral, welfare, and supervisory duties effectively and willingly
- a mindset of continuous Professional Learning and improvement
- a commitment to meeting deadlines, attention to detail, and high standards
- a sense of fun and kindness.

International school experience is preferred.

This job description is designed to outline primary responsibilities but not limit the employee nor DCSL to only the work identified. It is the expectation of the College that each employee will offer their services wherever and whenever necessary to ensure the success of our organisation.

**Dated**

October 2024