



Reception Teacher - Job Description

Department:	Cranleigh Prep
Reporting to:	Head of Pre-Prep
Hours:	Full time
Location:	Cranleigh Prep
Salary and Benefits:	Competitive Salary Meals provided during term time Fee concessions (subject to availability) Pension Use of exceptional sports and fitness facilities

Job Summary

In September 2026, we will welcome our first cohort of EYFS pupils into a brand new building and landscaped surroundings. Alongside a new year group for Pre-School, they join the Key Stage 1 classes that opened in September 2025 and together form Cranleigh Pre-Prep.

Excitingly, the pupil roll throughout Pre-Prep (aged 3-7) has grown beyond the original forecast and so we need to add a dedicated, experienced and nurturing Reception teacher to an already brilliant team.

This is a great chance to play a key role in the launch of our new EYFS provision.

Key Responsibilities

- Provide a safe, secure, and stimulating environment, ensuring the individual welfare and development of all pupils.
- Promote the School's Values.
- Inspire pupils to develop an enthusiasm for learning.
- Plan, prepare and deliver an EYFS curriculum for Reception children, underpinned by enquiry, exploration, and inclusion.
- Promote high expectations, progression, continuity, and quality of learning.
- Ensure excellent progress across all curriculum areas through effective observation, assessment, planning, and execution.
- Differentiate learning, teaching, resourcing, and activities to challenge and interest all pupils, being mindful of age, needs and skill-level.
- Use summative and formative assessment to monitor pupil progress.
- Create a stimulating, age-appropriate learning environment, promoting strong outcomes.
- Write comprehensive pupil reports, summarising progress and next steps in learning and development.
- Develop strong and effective home/School partnerships with parents.



CRANLEIGH

SCHOOL

EX CULTU ROBUR

- Promote the wellbeing, health, and happiness of the children, fostering positive self-esteem.
- Promote high standards of behaviour and motivate and encourage pupil independence.
- Work collaboratively alongside full-time full and relevant Level 3 teaching assistants and other members of the wider school team.
- Engage with positivity in the School's EYFS Supervision, appraisal process and performance management programmes.
- Maintain accurate registers of pupils for billing purposes.

Other responsibilities:

Undertake any professional duties as are reasonably delegated by the Headmaster.

Person Specification	
Essential Criteria	<p>Attributes</p> <ul style="list-style-type: none"> • Shares the School's commitment to excellence, high standards and expectations. • Contributes to the School's positive, purposeful, and professional culture. • Demonstrates imagination and an innate sense of fun, energy, and enthusiasm for learning, with an ability to excite and inspire pupils. • Demonstrates drive, energy, and enthusiasm, with an eagerness to participate fully in the life of the School. • Demonstrates flexibility, adaptability, innovation, and creativity. • Commands a strong presence and with a positive, happy personality and a good sense of humour. • Strong commitment to continuing professional development. <p>Qualifications</p> <ul style="list-style-type: none"> • Hold QTS or EYTS <p>Skills</p> <ul style="list-style-type: none"> • Excellent interpersonal skills across all stakeholders • High standards and outstanding levels of personal integrity • Inspiring communicator • A strong command of spoken and written English • A high level of computer literacy • Well-organised and efficient • Able to prioritise and manage workloads to secure successful outcomes • Collaborative and a constructive team player • Positive attitude • Strong interpersonal skills with children and adults alike • Able to reflect constructively on practice • Able to offer a range of activities to support the extra-curricular provision within the School <p>Experience</p> <ul style="list-style-type: none"> • A demonstrable knowledge of the Statutory Framework for Early Years Foundation Stage, including the regulatory Safeguarding and Welfare requirements • Recent experience of teaching Pre-School children



CRANLEIGH

SCHOOL

EX CULTU ROBUR

	<ul style="list-style-type: none"> • A sound understanding of child development • An understanding of observation and assessment to track progress and inform next steps in learning • A track record as an effective and successful teacher with a commitment to the highest professional standards in teaching and learning
Desirable Criteria	<p>Qualifications</p> <ul style="list-style-type: none"> • Evidence of further professional development synthetic phonics and ‘Maths Mastery’ • Full Paediatric First Aid certificate • Administration of Medicines certificate • Level 2 Food Hygiene certificate <p>Experience</p> <ul style="list-style-type: none"> • Experience of working in Reception • Experience of delivering outdoor learning programmes to support the Prime and Specific Areas of learning • An understanding of digitalised adaptive testing and an ability to analyse standardised data to review and track children’s progress, as well as to inform future learning

All staff are expected to:

- Work towards and support the School’s vision and the current objectives.
- Support and contribute to the School’s responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- Value, promote and advance equality, diversity, and inclusion.
- Work within and adhere to the School’s health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School’s activities are maintained in order to protect the integrity of the organisation and its people.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Engage actively in the performance review process.
- Undertake other reasonable duties commensurate within the grade as required from time to time.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.