

Job description

Job title	Class Teacher – Reception (1 year fixed-term)
Department	Pre-Prep & EYFS
Reports to	Head of Pre-Prep
Line manages	N/A
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 <ul style="list-style-type: none">• 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.• 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 and EYFS, Reception Team and SENCo).• 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. Contribute to the fortnightly 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.

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, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

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.

Person specification

Job title	Class Teacher – Reception
Department	EYFS & Pre-Prep

Criteria
<p>Qualifications</p> <p>Qualified teacher status (E)</p>
<p>Experience</p> <p>Recent experience of working effectively with pupils in the Early Years (EYFS) and Foundation Stage setting. (E)</p> <p>Experience of working with Key Stage 1 pupils in a classroom environment. (D)</p> <p>Evidence of continued improvement of teaching and learning through providing a safe, stimulating and nurturing classroom environment that helps pupils to develop as learners. (E)</p> <p>Have had experience of mentoring staff and identifying areas for professional development. (D)</p>
<p>Knowledge and skills</p> <p>The ability to comply with policies and procedures related to child protection and health and safety (E)</p> <p>Up to date and current knowledge of the EYFS curriculums. (E)</p> <p>An understanding of what constitutes as high quality provision for this age group. (E)</p> <p>An understanding and commitment to equality of opportunity for all pupils. (E)</p> <p>Effective behaviour management, with clear boundaries, sanctions, praise and reward. (E)</p> <p>Has an understanding of how the emotional health of a child is important and impacts on learning. (E)</p> <p>Knowledge of the expectations with regard to transition into Year 1. (E)</p>
<p>Aptitudes</p> <p>A commitment to safeguarding and welfare of all pupils. (E)</p> <p>A respect for all pupils' individual differences. (E)</p> <p>A cheerful, friendly and enthusiastic personality. (E)</p> <p>A positive outlook. (E)</p> <p>An effective team member who can also use initiative and work on their own. (E)</p> <p>Good communication skills. (E)</p>

A commitment to regular and on-going professional development and training to ensure outstanding practice. (E)

Empathy for children and their families. (E)

Punctuality and commitment to the school. (E)

A commitment to ensuring that all St Aubyn's pupils meet their potential. (E)

The potential to offer or support an after-school activity in an area of interest. (E)

An appreciation of the School, its tradition and history (E)

E = Essential for post

D = Desirable

March 2025

