



## Reception Teacher Job Description

### St Margaret's School Hampstead

We are a small, girl's independent school based in Hampstead with pupils aged 4 to 16.

St Margaret's is a highly successful school priding itself on its kind, family ethos. It is well renowned for the quality of pastoral care alongside excellent academic standards and rounded co-curricular provision.

### Main Responsibilities

1. To teach Reception for all subjects except ICT, French PE and Music
2. To plan and teach a curriculum that is exempt from elements of the EYFS
3. To regularly assess class pupils and to assess applications for the next year's intake, and to plan and implement an exciting and dynamic curriculum
4. To do at least one duty a week and a block of 8am duties
5. To attend school during the core hours (8:00am to 4:00pm)
6. To attend staff meetings, insets and parents' evenings as required
7. To write reports for girls
8. To fully contribute to 'house' and other whole school activities (e.g. sports day)
9. To carry out occasional internal cover of absent staff

### Ideal Candidate

The ideal candidate will:

- be empathetic to the girls and contribute to the school's friendly and enthusiastic atmosphere
- have relevant and recent experience of teaching a Reception class for a period of longer than one year
- have a clear knowledge and understanding of the EYFS curriculum
- have the creative ability to design a curriculum which is personalised to the needs of our pupils and offers stretch in keeping with our warm ethos and the pupils own interests and ability
- be familiar with up to date resources such as phonics programmes and reading schemes
- take sole responsibility for the written planning, assessment and reporting of a single form entry year group
- be confident to solely assess pupils on a regular basis and be familiar with the developmental goals for successful progression into Year 1
- show the desire to work within the wider school community and to plan and participate in events such as a seasonal nativity and end of year performance
- support the extra-curricular development of our pupils
- be willing to offer one extra-curricular club and to help the Reception girls at lunch (lunch is provided by the school)
- have a sense of warmth and a caring outlook



# St Margaret's Hampstead

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## Other Information

- All applicants will be required to undergo an enhanced DBS check
- Applicants invited for interview will be required to teach a lesson and will be asked to bring a recent example of a scheme of work that they have designed and taught
- The salary will be paid on the Standard Scale, according to the scales applicable in Inner London. A St Margaret's allowance is paid in addition to this.

## Safeguarding

***The school is committed to the safeguarding and welfare of children, and all staff at St Margaret's are required to commit to the school's safeguarding protocols and practice.***