



Job Title:	Reception Class Teacher and EYFS Leader
Responsible to:	The Headteacher
Job Definition:	<p>To oversee and lead strategic direction and outcomes of EYFS.</p> <p>To ensure the progress and development of children by teaching a broad, balanced and rich curriculum with due regard for the ethos, values and priorities of the school and the needs and well-being of the children</p> <p>To lead an area of the curriculum</p>
Salary:	Main Pay Scale (not ECT) plus TLR £3,214 UPS may be considered for exceptional candidates.

TEACHING AND LEARNING

- Set high expectations which inspire, motivate and challenge children
- Take full responsibility for a class, planning and preparing well-structured and engaging lessons to suit the individual needs of the child
- Understand children's capabilities and their prior knowledge in order to plan effective teaching to build on these
- Liaise with all members of staff concerned with the children assigned to the class
- Evaluate and reflect on the effectiveness of lessons and teaching
- Establish a safe and stimulating indoor and outdoor environment for children, rooted in mutual respect
- Set goals that stretch and challenge children of all backgrounds, abilities and dispositions
- Consistently demonstrate the positive attitudes, values and behaviours which are expected of children
- Promote good progress and outcomes of children
- Demonstrate knowledge and understanding of how children learn and how this impacts on teaching and learning
- Demonstrate good knowledge of the Early Years Foundation Stage
- Foster and maintain children's interest and love of learning and address misunderstandings and misconceptions
- Set home learning and plan other out-of-class activities to consolidate and extend the knowledge and understanding that children have acquired
- Manage behaviour effectively to ensure a positive and safe learning environment
- Maintain a well organised and engaging classroom environment which meets all school requirements and expectations

ASSESSMENT

- Assess, record and report on the development, progress and attainment of all children assigned to the class and be accountable for this
- Provide or contribute to oral and written assessments, reports and references related to individual children and groups of children
- Complete assessment data set by the Government and the Local Authority and those used by the school
- Use relevant data to monitor progress, address targets, and plan subsequent lessons

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

- Adhere to the school's Safeguarding Policy, promoting the safeguarding and welfare of children above all
- Ensure that safeguarding training is attended on an annual basis to the appropriate level, as decided by the Headteacher and DSL
- Promote the well-being of individual children and of any class assigned to them
- Communicate and co-operate with persons or bodies outside the school concerned with the safeguarding and well-being of children assigned to the class or group
- Maintain good order and discipline among the children in the class or group and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

DEVELOPING POSITIVE RELATIONSHIPS WITH THE WIDER SCHOOL COMMUNITY

- Communicate and consult effectively with the parents/carers of the children assigned to the class or group, including regular parent 'spotlight' meetings, in regard to children's progress, attainment, achievements and well-being
- Be proactive and support the school by investing in developing strong relationships with parents / carers
- Develop strong and effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Engage professionally and work effectively with Governors, other stakeholders and relevant outside agencies

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Support the vision, ethos and policies of the school and promote high levels of achievement in the Early Years Foundation Stage
- Support the creation, implementation and review of the School Development Plan within the national and local context and take responsibility for appropriately delegated aspects
- Support as necessary in achieving the priorities and targets which the school sets for itself, providing them with support and guidance in implementing strategies
- Support the self-evaluation of the effectiveness of the school's policies, developments and progress
- Work with governors to ensure strategic direction and outcome of EYFS is shared with all stakeholders
- Ensure that parents/carers are well informed about the Early Years Foundation Stage, its targets, children's attainment and their part in the process of improvement
- Keep abreast of current educational research and initiatives, particularly those relating to EYFS and given curriculum areas

LEADING AND MANAGING STAFF

- Lead groups of staff in developmental activities and evaluate impact on whole school and/ or EYFS progress, attainment and curriculum
- Monitor the quality of teaching and learning across appropriate areas of the school and share judgments with teachers and support staff as appropriate
- Promote accountability for educational standards and pastoral care from colleagues across EYFS
- Promote good morale by displaying a positive and energetic attitude

OTHER SPECIFIC RESPONSIBILITIES

- Make a positive contribution to the wider life, ethos and values of the school
- Assist the Headteacher in determining school policy and managing its implementation
- Support and uphold the school's policies, with particular emphasis placed on behaviour, child protection, safeguarding and anti-bullying
- Make a leading contribution to the school's monitoring and review processes for all areas including pupils' attainment and teaching and learning
- Take a leading role in staff CPD meetings, where appropriate
- Analyse (in conjunction with the Headteacher) the school's assessment data for EYFS
- Assist the Headteacher in delivering information sessions to parents/carers and volunteers when required
- Set a good example to pupils and staff in terms of personal presentation, attendance and punctuality
- Where appropriate, be a supportive presence at after school events working closely with the PTA
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by actions or inactions
- Co-operate with the Headteacher on all issues to do with health, safety and welfare
- In conjunction with the Headteacher, take responsibility for personal professional development, keeping up to date with research and developments in teaching pedagogy, changes in the curriculum and Government policy
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development
- Maintain a professional portfolio of evidence to support the Performance Management process - including the incorporation of targets related to leadership, evaluating and improving own practice
- Effectively manage own time when dealing with the wide range of day-to-day and long term demands of the post
- Co-operate with the Headteacher in maintaining Data Protection and GDPR regulations
- Undertake other duties as the Headteacher may reasonably direct

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Signed: _____ Teacher

Signed: _____ Headteacher

Date Agreed: _____