 **St Mary's Catholic Primary School**

**Canterbury Road, Kilburn, LONDON NW6 5ST**

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**Job Description**

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| **Job Title** | Reception Teacher/ EYFS Leader |
| **Grade** | MPS/ UPS/ TLR2A (2,873) |
| **Reports to** | Headteacher |
| **Staffing Responsibility** | EYFS Phase Leader |

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| **Principal Accountabilities and Responsibilities:**  The current School Teachers’ Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition, certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his / her professional duties are discharged effectively.  **Essential Qualifications:**  Educated to degree level  Qualified teacher status  **Other Desirable Qualifications**  National Professional Qualifications  **Experience:**  Will have had recent experience of teaching EYFS including the Reception assessment  Will have had experience of mentoring and supporting other staff  Will have had experience of bringing about positive change and of leadership  Will have experience of moderating standards in EYFS  **Particular Specific Responsibilities:**  The postholder is responsible to their line manager for his / her duties, responsibilities and teaching tasks.  The postholder will line manage members of the EYFS staff, and be responsible for the supervision of the work other adults and any students who may be on teaching practice or work placement.  The postholder will be prepared to participate in the leadership of the school, including the support and mentoring of other staff where required  The postholder will be prepared to lead on a whole school subject area (negotiable depending on candidate)  The postholder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximize children’s achievement.  The postholder undertakes the teaching of the pupils in his / her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.  Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:   * + - child protection,     - health, safety and security,     - SEND and inclusion     - confidentiality, and     - data protection.   Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.  Undertake these duties within agreed school objectives, policies and procedures and promote the School’s Equal Opportunities Policy.  In addition, the postholder will be expected to be pro-active in their own professional development and be willing to undertake further relevant CPD.  **Other responsibilities:**  In addition to undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. |

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| **Person Specification** |

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| **Post Title:** | | Reception Class Teacher with Leadership of EYFS |

Shortlisting for interview will be based solely on the extent to which the candidate indicates on their application form that they meet these Shortlisting Criteria. The successful candidate must satisfy all of the essential criteria, and will normally meet all or most of the desirable appointment criteria.

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|  | **Essential** | **Desirable** |
| **Qualifications** | Qualified Teacher Status | NPQ at middle or senior leadership level |
| **Knowledge** | A knowledge of the Early Years Framework  A knowledge of assessment systems including the Reception baseline and end of Reception assessment  A knowledge of effective safeguarding procedures | Ability to analyse and use assessment data effectively |
| **Skills & Abilities** | Plans effectively to meet the needs of all the groups of children in their class  Evidence of good classroom management skills  Experience of teaching in Early Years  Ability to provide a stimulating learning environment  Ability to work collaboratively and effectively as a team member  Ability to communicate effectively orally and in writing  Ability to be proactive, use initiative and show a creative approach when necessary  Good personal organisational skills | Experience of teaching in KS1 and Early Years |
| **Leadership** | Experience supporting other teachers or trainees  Experience of leading a subject and bringing about change within a school  Experience of monitoring standards within a subject or phase  Experience of moderation | Mentor experience of ECT’s under new system  Phase leadership experience |
| **Professional Qualities** | Committed to own professional development  Willingness to take a role in extra-curricular activities and events. | Be ambitious about own career development |