



ACHIEVING EXCELLENCE TOGETHER

Inspiring independent learners with Jesus by our side

Job Description for Reception Class Teacher

Job Purpose: The successful candidate will be expected to carry out the duties of a teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions, and to carry out other such associated duties as are reasonably assigned by the Head Teacher.

Professional Responsibilities

- Implement and deliver an appropriately broad, balanced, relevant and inspiring curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage in line with the policies of the school and national directives
- Facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils
- Foster a learning environment and educational experience which provides pupils with the opportunity to develop and fulfil their individual potential
- Develop and review of the EYFS curriculum, teaching materials, methods of teaching and assessment
- Support and contribute to the school's responsibility for safeguarding children
- Develop own practice through further training and professional development
- communicate effectively with parents/carers and the wider school, including fellow staff, subject leaders and colleagues from external agencies (e.g. specialist teachers, health professionals)
- Motivate children's learning, both indoors and outdoors, encouraging learning through experience and interests
- Ensure the smooth transition between independent nursery/pre-school and Reception, and from Reception to Year 1.

Duties

- Teach all areas of the Foundation Stage curriculum
- Ensure effective planning, preparation and assessment of all aspects of EYFS provision
- Provide pastoral care and support to children and provide them with a secure environment in which to learn
- Develop and produce quality visual aids, teaching resources and areas of continuous provision within the Reception Base
- Organise learning materials and resources, making imaginative use of resources
- Assist with the development of children's personal/social and language abilities
- Support the development of children's basic skills, including physical coordination, speech and communication

- Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play
- Develop children's curiosity, knowledge and skills

Person Specification for Reception Class Teacher

Qualifications	ESSENTIAL / DESIRABLE	TO BE IDENTIFIED BY
<ul style="list-style-type: none"> • Qualified teacher status 	E	AF
<ul style="list-style-type: none"> • Degree 	E	AF
<ul style="list-style-type: none"> • Successful primary teaching 	E	AF/I/R
<ul style="list-style-type: none"> • Evidence of involvement in CPD activities and commitment to further professional development 	E	AF/I/R
<ul style="list-style-type: none"> • Catholic Certificate in Religious Studies (CCRS) 	D	AF/I
Experience		
<ul style="list-style-type: none"> • School experience teaching in a primary school – EYFS 	E	AF/I/R
<ul style="list-style-type: none"> • Experience of working in partnership with parents/carers 	D	AF/I/R
Skills, knowledge and abilities		
<ul style="list-style-type: none"> • In-depth understanding of the EYFS curriculum 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to create a stimulating and effective learning environment relevant to the EYFS curriculum 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to deliver well planned, organised and innovative lessons 	E	AF/I/R
<ul style="list-style-type: none"> • Knowledge of effective teaching and learning strategies 	E	AF/I/R
<ul style="list-style-type: none"> • Knowledge of the teaching of Phonics, Early Reading and Early Maths 	E	AF/I/R
<ul style="list-style-type: none"> • A good understanding of how children learn 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to adapt teaching to meet the needs of all pupils 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to build effective working relationships with pupils 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to direct and supervise support staff in class 	E	AF/I/R
<ul style="list-style-type: none"> • Knowledge of guidance and requirements around safeguarding children 	E	AF/I/R
<ul style="list-style-type: none"> • Implement positive behaviour management strategies 	E	AF/I/R
<ul style="list-style-type: none"> • Use a range of ICT and digital technology to enhance teaching and learning across the EYFS curriculum 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to communicate effectively (orally and in writing) to a variety of audiences 	E	AF/I/R
<ul style="list-style-type: none"> • Use a range of assessment for learning strategies 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to lead on a curriculum area (Not ECT) 	E	AF/I/R

Personal qualities		
<ul style="list-style-type: none"> • Work in partnership with home, school and parish, promoting Christian values 	E	AF/I/R
<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 	E	AF/I/R
<ul style="list-style-type: none"> • High expectations for children’s attainment and progress 	E	AF/I/R
<ul style="list-style-type: none"> • Ability to work under pressure and prioritise effectively 	E	AF/I/R
<ul style="list-style-type: none"> • Commitment to maintaining confidentiality at all times 	E	AF/I/R
<ul style="list-style-type: none"> • Commitment to safeguarding and equality 	E	AF/I/R
Other		
<ul style="list-style-type: none"> • Excellent attendance record 	E	AF/R
<ul style="list-style-type: none"> • Self-motivated, conscientious, reliable and flexible 	E	AF/I/R
<ul style="list-style-type: none"> • Able to motivate self and others 	E	AF/I/R
<ul style="list-style-type: none"> • Able to work under pressure and meet deadlines 	E	AF/I/R

AF- Application form I – interview R- Reference