



## Reception Class Teacher Job Description

**Job Title:** Reception Class Teacher

**Directorate:** Children, learning, and Young People

**Location:** Alder Moor Farm Primary School

**Responsible to:** Headteacher

**Grade:** TMS

**Deadline for Applications:** 01.07.2026

### Job Purpose

To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions document, a copy of which is retained by the Head Teacher.

The Class teacher will:

- Teach a class of pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs in line with EYFS guidelines
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents, governors and the wider community
- Ensure that the current national conditions of employment for school teachers are met

### Main Duties and Responsibilities

- Implement agreed school policies and guidelines
- Support initiatives decided by the Head Teacher and staff
- Plan appropriately to meet the needs of all pupils
- Be able to set and review clear targets, based on prior attainment, for pupils' learning
- Co-operate with colleagues to achieve the above
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils

**Headteacher Mrs Wright**

**Acorn Street, Coventry, CV3 1DP**

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- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning
- Report to parents/carers on the development, progress and attainment of pupils
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy
- Participate in meetings which relate to the school's management, curriculum, administration or organisation
- Make a commitment to follow your own professional development in terms of CPD, which will also benefit the school
- Carry out time limited key tasks as agreed in the professional growth cycle
- Communicate and co-operate with specialists from outside agencies
- Lead, organise and direct support staff within the classroom
- Any other duties and responsibilities within the range of the salary grade

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

All offers of employment are subject to 2 satisfactory references, an enhanced DBS check, and proof of Right to Work in the UK checks.

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