

Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Reception Teacher	Location	Charfield Primary School	Hours	0.6fte - 1.00fte
Reports to	Head of Department	Line Manages	N/A	Grade	MPR
Qualifications: QTS with experience of teaching at relevant Key Stage					
Role Profile					
To support and challenge all students to achieve their full potential within this subject area so as to enable their confidence and knowledge to ensure academic success. To ensure that EYFS provision meets the needs of every pupil and to secure improvement through contributing to the strategic direction of EYFS.					
Person Specification					
You will be able to demonstrate initiative in your role, as well as being agile so as to meet changing needs in your environment. You will be ICT proficient and have an excellent knowledge of the requirements of the National Curriculum. You will be able to build effective relationships with your peers and colleagues across the Trust, so will be personable and approachable. You will be a positive role model for the students, modelling and setting high standards of punctuality, providing consistent implementation of school policies and actively building positive, supportive relationships and providing a safe, secure environment in which students are stimulated to value and enjoy learning and are encouraged to become caring, responsible citizens.					
Responsibilities					
<ul style="list-style-type: none"> ● Teaching ● Administer phonic checks ● Attend external meetings with relevant services or agencies as required ● To implement school and CSET policies. ● Maintain a thorough and up-to-date knowledge and to take account of wider curriculum developments which are relevant to your work ● Plan lessons and sequences of lessons to meet students' individual learning needs. ● Devise & implement a range of appropriate strategies and follow school policies and guidelines for teaching, behaviour management and classroom management. ● Ensure that you safeguard and promote the welfare of students in the school. ● Set expectations for students in your teaching groups and give them clear and constructive feedback. 					

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- Evaluate progress of students in your teaching groups and give them clear and constructive feedback.
- Record assessments as outlined in the school's Assessment Policy and meet statutory requirements for reporting to parents.
- Ensure that, as a result of your teaching, your students achieve well relative to their prior attainment, making progress as good as or better than similar students nationally and in the School.
- Participate in arrangements made in accordance with regulations for the management of your own performance and that of other teachers.
- Make an active contribution to the policies, aspirations and plan of your curriculum team
- Support and promote the whole school's continuing evaluation and enhancement of its methods of quality assurance
- To help organise and accompany educational visits as appropriate.
- Ensuring that all CSET/school policies and procedures are followed within EYFS on a day-to-day basis
- Effective subject teaching, pastoral care and necessary administration and fulfilling the EYFS Statutory Guidelines
- Working effectively as part of a EYFS team
- To effectively deliver the EYF curriculum ensuring adult and child led activities daily and ongoing provision covers all areas