



Job Description

Reception Teacher - Kilsby CE Primary School

RESPONSIBLE TO: Head of School

WORKING HOURS: Full Time

SALARY SCALE: School Teachers' Pay and Conditions

Purpose of the Job

To carry out the professional duties of a classroom teacher as stated in the DfE Teaching Standards and as circumstances may require, in accordance with the school's policies, vision and ethos, under the direction of the Head of School. The job description may be amended at any time following discussions between the Head of School and the member of staff, and will be reviewed annually.

Specific Accountabilities

Curriculum

- Have a thorough and up to date knowledge of the subjects taught in primary education and the importance of cross curricular opportunities to use and apply pupils' knowledge, skills and understanding
- Have an awareness of wider curriculum developments which are relevant to their work
- Provide a creative curriculum which values play, exploration and inclusion
- Demonstrate inclusion of core educational values
- Develop children's awareness of the importance of a healthy lifestyle
- Plan and take part in educational visits
- Safeguard pupils' health and safety when they are authorised to be on school premises and when they are engaged in authorised school activities

Teaching and Assessment

- Be a good or better teacher

- Responsible for a class group of children assigned by the Head of School
- Plan lessons and sequences of lessons with clear learning objectives that meet the individual learning needs of all pupils
- Understand and achieve progression in learning
- Regularly assess and chart progress of each child to be able to demonstrate the progress made as a result of good teaching
- Use data to understand individual and group progress and attainment, identify gaps and lack of progress and plan accordingly, including interventions where necessary
- Use daily assessment to pitch work accurately and to inform planning
- Keep accurate assessment records to enable effective reporting to parents and at pupil progress meetings about individual pupils and groups of pupils
- Provide clear structures for learning, maintaining pace, motivation and challenge
- Use a range of appropriate strategies and challenging expectations consistently and effectively
- Provide clear and constructive feedback to pupils which will enable them to move on in their learning
- Ensure pupils take responsibility for achievement of targets
- Encourage pupils to think and talk about their learning, develop concentration, perseverance and self-control as well as independence and an ability to collaborate and be supportive of one another
- Maintain good order and discipline of all pupils in the school, not just those in the teacher's own class
- Liaise and communicate with, plan for and manage the work of TAs
- Manage employed adults within the class ensuring the quality of their input and value for money
- Effectively manage volunteers within class

Pupil Progress

- Ensure that pupils achieve well relative to their prior attainment, making progress as good as, or better than, similar pupils nationally

Professional Characteristics

- Able to form and maintain good relationships with all stakeholders
- Operate at all times within the policies and practices of the school
- Demonstrate a willingness to work in an honest and open environment which values reflective practice and a desire to continue to develop and improve
- Contribute to the full life of the school participating in meetings, which relate to curriculum, administration, organisation and management of the school and in the shared responsibility for performances and events
- Understand the nature of a small school and the need for everyone to participate fully in making it successful
- Demonstrate resilience, adaptability, flexibility, proactivity and enthusiasm
- Work autonomously and as a part of a team
- Take on any additional responsibilities, which might from time to time be determined by the Head of School

Person Specification Teacher

	Essential (E) Desirable (D)	Assessed by Application (A) Interview (I) Written/Observation Task (W/O)
Education & Training		
Qualified Teacher Status	E	A
Evidence of relevant CPD	E	A, I
Relevant qualification in delivering teaching and learning outside of the classroom. Willingness to undergo such training.	D	A, I
First Aid qualification relevant to a work environment with both children and adults. Willingness to train.	D	A, I
Learning & Teaching		
Ability to be creative with children and inspire and enthuse and challenge them in their learning	E	A, I, O
Excellent classroom practitioner	E	A, I, O
Evidence of high expectations for all children and support staff as well as effective classroom management processes which allow expectations to be met	E	A, I, O
Clear and balanced views about pupil welfare, safety and behaviour and the ability to implement them effectively	E	I
Knowledge of the National Curriculum and ability to deliver it in a creative way	E	A, I, O
Ability to plan and assess to ensure pitch of the lesson is appropriate for all learners	E	A, I, W, O
Effective use of ICT inside and outside the classroom	E	A, I, O
Demonstrate an understanding of progression in learning	E	A, I, O
Knowledge of the requirements of teaching and learning in a CofE school	D	A, I
Personal and Professional Characteristics		
Ability to form and maintain good relationships with all stakeholders	E	A, I
Ability to demonstrate resilience, adaptability, flexibility, proactivity, enthusiasm and a sense of humour as characteristics required for working in a small school	E	A, I
An inclusive attitude to all	E	A, I, O

Understanding of how to keep children healthy and safe	E	A, I
Participation in the wider school activities – a willingness to, or evidence of	E	A, I
A willingness to coordinate and promote a curriculum subject	D	A, I
A commitment to own professional development	E	A, I

Job Description Reviewed May 2022