



JOB DESCRIPTION

Job Title	Reception Class Teacher
Salary & Grade	MPS
Line Manager	Headteacher / Deputy Headteacher / Assistant Head
Supervisory Responsibilities	Leads, organises and directs support staff within the classroom

Duties and Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. At this school, the following areas have been highlighted as being of particular importance:

Teaching and Learning:

Take responsibility for a class of children determined on an annual basis by the Headteacher and in accordance with the duties listed below:

- Teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- Maintain the positive ethos and core values of the school, both inside and outside the classroom
- Implement agreed school policies and guidelines;
- Support initiatives decided by the Headteacher and staff;
- Have high expectations and plan appropriately to meet the needs of all pupils, through effective assessment for learning and appropriate feedback;
- Plan memorable and engaging activities that enthuse children and encourage them to achieve their very best;
- Provide a stimulating indoor and outdoor classroom environment, where resources can be accessed appropriately by all pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy
- Make effective use of ICT to enhance learning and teaching
- Promote the school's mission statement 'Together we can make a difference'

Assessment and Monitoring:

- Keep appropriate and efficient records, integrating formative and summative assessment into planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;

Additional Duties:

- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors

