



An All-through Co-operative School

“Making School Memorable by Striving for Excellence”

JOB DESCRIPTION

JOB TITLE	Reception Class Teacher
GRADE	MPS
RESPONSIBLE TO	Head of Lower School

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

Main duties and Responsibilities:

- To promote and safeguard the welfare of pupils according to school policies and procedures and in line with Keeping Children Safe in Education, September 2021, including regulated activity relevant to children.
- To set high expectations which inspire, motivate and challenge pupils.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all pupils.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of pupils in line with school policy.
- Complete school reports for parents/carers on pupils' attainment and progress in line with school procedures.
- Provide pupils with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the pupil both in school and elsewhere.
- Manage pupils' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development

- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with pupils.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description should be read in conjunction with the School Teachers' Pay and Conditions document.