



# Job Description: Reception Class Teacher (EYFS)

Smawthorne Henry Moore Academy

**Responsible to:** Head Teacher and Senior Leadership Team

**Responsible for:** Reception pupils and contributing to the EYFS team

## Key Responsibilities

- 1. Teaching and Learning**  
Plan and deliver high-quality teaching and learning experiences in line with the EYFS framework, ensuring all children make good progress from their starting points.
- 2. Learning Environment**  
Create and maintain an engaging, well-organised, and stimulating learning environment, both indoors and outdoors, that supports children's development across all areas of learning.
- 3. Assessment and Progress**  
Observe, assess, and record children's learning using appropriate assessment systems, using this information to plan next steps and support individual needs.
- 4. Inclusion and Safeguarding**  
Ensure all children feel safe, valued, and supported, promoting inclusion and equality of opportunity. Follow safeguarding and child protection procedures at all times.
- 5. Working with the EYFS Team**  
Work collaboratively with other EYFS staff, including teaching assistants and support staff, to ensure consistent, high-quality provision across Reception.
- 6. Behaviour and Wellbeing**  
Establish positive relationships and manage behaviour effectively in line with the Academy's behaviour policy, supporting children's emotional wellbeing and social development.
- 7. Communication with Parents and Carers**  
Build positive partnerships with parents and carers, sharing information about progress, learning, and ways to support learning at home.
- 8. Curriculum Development**  
Contribute to the development and review of the EYFS curriculum, ensuring it reflects statutory requirements and best practice.
- 9. Professional Development**  
Engage in ongoing professional development, training, and performance management activities to continually improve practice.
- 10. Flexibility and Contribution to School Life**  
Be prepared to undertake reasonable additional duties as required by the needs of the Academy and contribute positively to the wider life of the school.

## Person Specification- Class Teacher

	Essential Selection Criteria	Desirable	Evidence
<b>Education and Qualifications</b>	QTS Evidence of relevant continuing professional development		Application form/certificates
<b>Knowledge and Experience</b>	<p><b>Be able to demonstrate an understanding and application of:</b></p> <p>Evidence of outstanding teaching in Early Years.</p> <p>High level of personal literacy, numeracy and ICT skills.</p> <p>Working effectively as a member of a team.</p> <p>Clear philosophy on effective Early Years curriculum and practice.</p>	<p>Evidence of outstanding teaching across the primary age range.</p> <p>Effectively supporting staff through a period of change</p>	<p>Application form Interview</p> <p>Application form/interview</p> <p>Application form Reference Interview</p> <p>Application form Reference Interview</p>
<b>Skills and Abilities</b>	<p><b>Leadership Skills: the ability to use appropriate leadership styles in different situations in order to:</b></p> <p>Set high expectations and standards, and provide a role model for pupils and staff.</p> <p>Monitor to ensure that agreed practice is in place.</p> <p>Support colleagues to improve provision.</p> <p>Provide opportunities for staff development and encourage staff to develop themselves.</p>	<p>Manage change in pursuit of strategic objectives.</p>	<p>Application form Reference Interview process</p> <p>Application form Reference Interview</p> <p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p>

	<p>Build, support and work as part of a team.</p> <p>Motivate pupils and staff.</p> <p>Work effectively in partnership with parents, governors and the wider community</p>		<p>Application form Interview</p> <p>Application form Interview</p>
<b>Personal Qualities</b>	<p>Ability to develop good relationships and communicate effectively.</p> <p>Self-confident with a collected and positive professional manner.</p> <p>Supportive of the school's extra-curricular activities.</p> <p>A good record with regard to punctuality and attendance at work.</p>		<p>Application form Reference Interview</p> <p>Application form Interview</p> <p>Interview</p> <p>Reference</p>