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|  | **St. Matthew’s CE Primary School**  **Job Description:  Reception Class Teacher** |



The appointment is subject to the current conditions of employment for Pre Threshold Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

**Areas of Responsibility and Key Tasks**

**Planning, Teaching and Class Management**

To teach allocated pupils by planning their teaching to achieve progression of learning through:

* identifying clear teaching objectives and specifying how they will be taught and assessed;
* setting tasks which challenge pupils and ensure high levels of interest;
* setting appropriate and demanding expectations;
* setting clear targets, building on prior attainment;
* identifying SEN or very able pupils;
* providing clear structures for lessons maintaining pace, motivation and challenge;
* making effective use of assessment and ensure coverage of programmes of study;
* ensuring effective teaching and best use of available time;
* monitoring and intervening to ensure sound learning;
* setting high expectations of behaviour and employ positive strategies to achieve them;
* following the school’s behaviour policy;
* using a variety of teaching methods to:
* match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
* use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
* select appropriate learning resources and develop study skills through library, computing and other sources;
* create a positive and stimulating learning environment;
* ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
* evaluate their own teaching critically to improve effectiveness;
* manage parents and other adults in the classroom;
* have a duty of care to safeguard all children in the class.

**Monitoring, Assessment, Recording, Reporting**

* To evaluate their own teaching critically to improve effectiveness;
* To have a secure knowledge of the Early Years curriculum and how that relates to the foundation

stage profiles;

* To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* To mark and monitor pupils' work and set targets for progress;
* To assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;
* To prepare and present informative reports to parents through parents’ meetings and an annual written report.

**The Development of a Curriculum Subject Area**

To follow the school’s procedures and models regarding subject leadership in order to (with the support of, and under the direction of, the Headteacher and leadership team) develop: -

**Strategic Direction**

* To develop and implement policies and practices which reflect the school’s commitment to high achievement through effective teaching and learning;
* To have an enthusiasm for the subject which motivates and supports other staff;
* To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
* *When your subject is identified within the School’s Development Plan then, as the subject leader, you will develop detailed plans for the subject in line with the SDP.*

**Teaching and Learning**

* To use your own class as an example of high-quality teaching and learning in the subject;
* To ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan;
* To develop effective links with the local community including parents;
* To ensure that teachers are aware of the implications of equality of opportunity which the subject raises.

**Leading and Managing Staff**

* To ensure that the Headteacher, leadership team, staff and Governors are well informed about policies, plans, priorities and targets for the subject and, when appropriate, that these are properly incorporated into the school development plan.

**Effective Deployment of Resources**

* To support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including computing applications to the subject;
* To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject;
* To support the Headteacher by maintaining efficient and effective management of the expenditure for the subject;
* To help colleagues to create a stimulating learning environment for the teaching and learning of the subject;

**Other Professional Requirements**

* To have a working knowledge of teachers' professional duties and legal liabilities;
* To operate at all times within the stated policies and practices of the school;
* To establish effective working relationships and set a good example through their presentation and personal and professional conduct;
* To endeavour to give every child the opportunity to reach their potential and meet high expectations;
* To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
* To take responsibility for their own professional development and duties in relation to school policies and practices;
* To liaise effectively with parents and Governors.
* To take on any additional responsibilities which might from time to time be determined;
* To have a duty of care to safeguard children in the school and follow the school’s safeguarding procedures;
* To follow child protection procedures and report all disclosures/concerns to the designated staff

**General Description of the Post**

Performance Management will be developed around the progressive standards outlined in the ‘Teachers’ Standards Framework’ organised into three key subgroups and defined as follows: -

* **Whole School Development**

* **Teaching and Learning**

* **Professional Development**

The successful candidate will be required to undertake an enhanced DBS check.  Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the population of Leeds.