



**Job Description:** Reception Teacher

**Main Responsibilities**

In addition to the duties outlined in the School Teachers' Pay and Conditions Document, you will be directly accountable to the Headteacher and responsible for fulfilling the role of Class Teacher by meeting the following duties:

**Specific Duties**

- Take responsibility for the education and welfare of a class, having due regard to the requirements of the specified EYFS Curriculum and school policies, aims, values and ethos.
- Be a role model to others and to lead learning beyond your own classroom.
- Work closely with other members of staff within Reception and co-ordinate with members of staff in the nursery school.

**Teaching Duties**

- Take responsibility for planning and implementing appropriate learning for all children.
- Promote good progress for all pupils by understanding the needs of different learners and planning and teaching well-structured and suitably differentiated lessons accordingly.
- Maintain good assessment records and report on children's progress to senior staff and to families in accordance with school policy.
- At all times ensure high standards in teaching and learning including regular assessment.
- Teach consistently good to outstanding lessons showing good subject and wider knowledge.
- Motivate and challenge all pupils by having high expectations, and foster independent learning and self-motivation with particular regard to learning through play.
- Develop and maintain effective communication with parents building strong home/school partnerships.
- Provide oral and written assessments relating to individual pupils or groups of pupils as required.
- Maintain accurate pupil records, using school systems.
- Take part in school activities, including clubs, training and meetings as and when appropriate.
- Promote the use of the outdoor curriculum at all times of the year.

**Health & Safety**

- Ensure a suitable and safe learning environment is provided for all pupils
- Undertake training when necessary and demonstrate clear understanding of school policies and procedures regarding Health & Safety and safeguarding.
- Liaise with Nursery school, external support agencies or other professionals to ensure the safety and well-being of pupils.
- Contribute to and reinforce the personal, social, health and citizenship education of pupils according to school policy and ensure they are aware of health & safety issues as and when they arise.

**Other Duties**

- Carry out such other duties consistent with this post, as directed by the head teacher.