

Reception Stage Manager - Job Description / Person Specification

The Reception Manager will carry out the professional duties of the school teacher and also assist the Headteacher in managing the school in the following ways:-

Teaching Responsibility.

1. The Reception Manager will be an excellent class teacher who keeps up to date with current educational thinking and development.

Pastoral Responsibilities.

1. To encourage and support the Reception staff in their professional duties.
2. To be approachable and be able to discuss problems tactfully and confidentially.
3. To encourage a pleasant atmosphere amongst the staff by being friendly, accessible and sensitive to their needs.
4. To assist in the discipline of the school.
5. To foster good relationships with parents and the school community by welcoming parents into school, attending school functions, talking to prospective parents.
6. To create a good rapport with all the Reception children.
7. To contribute to the induction of new staff in Reception.

Management Responsibilities.

1. To act on behalf of the Reception teachers when making decisions relating to this year group.
2. To attend meetings of the Senior Management Team.

Administrative Responsibilities.

1. To oversee the appropriate spending of class budgets in Reception.

Curriculum Monitoring and Assessment.

1. To maintain an overview of curriculum content and time allocation in the Reception department (termly).
2. To contribute to the monitoring and evaluation of standards in Reception.
3. To ensure continuity and progression between Reception and Year 1.
4. To co-ordinate the parent information letter and meeting regarding the start of school for new pupils in June.
5. To ensure continuity of homework across Reception.
6. To oversee the analysis of Reception assessment data and to ensure appropriate interventions in place for pupils at risk of under achieving.
7. To assist in establishing clear cohort targets for children's learning in Reception (3x yearly).
8. To act as team leader in relation to performance management.

Person specification

Criteria	Qualities	Essential/Desirable
Qualifications and Experience	Qualified teacher status	E
	Degree	E
	Successful primary teaching experience	E
	Full DBS disclosure	E
	At least 2 years recent experience of teaching in the early years Reception Stage	E
	Experience of teaching in Key Stage 1	D
Skills and Qualifications	Expert knowledge of Early Years Framework	E
	Ability to build good working relationships with staff and pupils	E
	Clear understanding of guidance and requirements around safeguarding children	E
	Knowledge of effective behaviour management strategies	E
	Ability to show understanding and empathy when dealing with children and parents	E
	Understanding of high-quality teaching and learning strategies in the EYFS, and the ability to model this for others and support others to improve	E
	Ability to adapt teaching to meet pupils' needs	E
	Good attendance and timekeeping	E
	Good IT skills	D
Effective communication and interpersonal skills	E	
Personal qualities	Commitment to getting the best outcomes for all pupils	E
	Uphold and promote the ethos and values of the school	E
	Ability to work under pressure and prioritise effectively	E
	Maintain confidentiality at all times	E
	Commitment to safeguarding, equality, diversity and inclusion	E

This job description may be amended by agreement from time to time.

Date:

Signed: