



Reckleford School and Nursery

Job Description for the Foundation Stage Teacher

'Where every child feels safe and inspired to learn and find out what their best can be - now and in the future.'

Article 3 'The right to be supported to be your best' UN Convention Rights of a Child

The Purpose of the Post

- To promote the aims, objectives and curriculum of the EYFS
- To ensure that all children receive high quality teaching in a safe and inspiring environment
- To ensure that all children are happy and know they are valued at our school.
- To produce accurate assessment and data each half-term, including statutory Baseline and end of EYFS data.
- To ensure best progress for every child through individualised assessment across all areas of the EYFS, early identification of additional needs and skillful building of relationships with the child and their family.

Relationships

- The postholder is responsible to the Headteacher;
- Interacts at a professional level with the Headteacher in developing and coordinating Foundation Stage priorities;
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.
- Promotes, with colleagues, the philosophy of the school & nursery with the aim of improving teaching, learning and outcomes.

The skills & qualities of the Reception Teacher

- Recognised Qualified Teacher Status or NQT
- A knowledge of the national curriculum &/or Early Years Foundation Stage
- **Ability to communicate to all children that they are liked and valued within their school**
- A commitment to developing school ethos and aspirations to encourage the best from every child
- Plan and deliver high quality learning tasks and learning opportunities throughout the setting
- Confidence to support colleagues in their planning and delivery and assessment
- A clear understanding of what can make a child vulnerable in an educational setting and how to support a wide range of needs ie attachment difficulties
- Ability to meet the expectations of the Teacher Standards, appropriate to career stage
- Effective communication skills with all stakeholders
- Empathy with all children, no matter what their early experiences have been.
- Ability to liaise with parents, build working relationships and communicate high expectations
- Be organised, able to prioritise tasks, make decisions, manage time effectively

The role of the ReceptionTeacher

- To ensure effective communication throughout the nursery & school community
- To oversee effective behaviour management and relationships development
- To assist the Headteacher and Governors in the production of the School Development Plan and review and updating of the Self Evaluation Form;
- To attend meetings for the teaching staff and make positive contributions at such meetings;
- directing and making best use of teaching assistants
- Maintain discipline and acceptable standards of behavior of all children in the Reception year and other year groups
- Understanding the importance of safeguarding children and acting swiftly and within the guidelines of the setting when there is any cause for concern.
- Establish close contact with parents on a daily basis should it be required.

- Establish a rapport with children to develop their social and academic potential.
- Work in partnership with the other members of the nursery for any SEN needs of the children.
- Compile reports, baselines, records and any other administrative duties in respect of the classes as required by the Headteacher.
- Ensure registers are marked taking note of absences and lateness, taking appropriate action when required.
- Ensure policies, procedures, risk assessments meet requirements and national standards
- Keeping abreast of trends and developments in education especially relating to the Early Years Curriculum and be responsible for drawing up planning with the nursery staff.
- Engage in strategies of Performance Management and to assist in the process for the school support staff.
- To liaise with the Nursery and School staff in regard to the transition process.
- To liaise and work with outside agencies such as speech therapists, health visitors, etc.
- A secure understanding of formative & summative assessment and how to use it to inform the next stages of learning
- Present clear assessment and attainment information at Pupil Progress Meetings
- Attend such meetings as are deemed appropriate. (e.g. staff, parents, curricular, liaison)
- Prepare well-written and purposeful information for parent meetings and end of year reports
- Accept appropriate guidance from colleagues / senior members of staff
- Support colleagues, know you are a teacher of all children and contribute to discussions and meetings
- To follow agreed systems and policies within the school.
- Contribute to policies
- Attend educational courses and keep up to date with current educational thought regarding the teaching of young children and to ensure effective teaching and learning.
- To fulfil targets set in Performance Management Review.
- Liaise with SENCO to ensure that the needs of all pupils are being met.
- Take a full and active part in all aspects of the school community.

Leadership & Management (experience dependent)

- The ability to analyse data, set targets, monitor performance to ensure progress
- Organise their allocated classroom to create a stimulating learning environment that caters for all learners which encourages independence and engagement.
- To contribute to the school's agenda of raising standards & the School Development Plan

General

- Safeguarding is everybody's responsibility. You must know the school procedure for recording and reporting concerns and support other colleagues to do so. You must attend yearly safeguarding updates & training and full 'basic awareness' training every 3 years. You must have read, understand and comply with the school's safeguarding procedures including whistleblowing.
- Read, sign and comply with the staff and volunteer code of conduct
- Make a full contribution to the life of the school, supporting colleagues in their work for the school.
- Follow all school policies and procedures and take part in the review of these as appropriate
- Undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised Trade Unions.
- You may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your training needs and the needs of the school. (Expenses will be paid in accordance with the Local Conditions of Service)
- This post is subject to a check being carried out at an Enhanced level by the DBS regarding any previous criminal record, barred list and self-disclosure