

The Avenue Primary School

# Reception Teacher

**Pay Scale:** M3 - M6

**Contract:** Full Time - there is an option for part time hours to be discussed.

**Required:** October 2024

**Fixed term until October 2025**

<https://www.theavenueprimaryschool.co.uk/>

Telephone 01642 318510

**We are seeking to appoint a suitability qualified, enthusiastic and highly motivated Teacher to join our school and teach in Reception, where everyone is valued within our ethos of mutual respect.**

The successful applicant must demonstrate:

- Experience of working with children in EYFS
- Understanding of supporting the learning of children with additional needs
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum understanding, particularly EY/KS1

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in The Avenue Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available from the school. Please email Charlotte Steel at [avenueprimary@mcschools.org.uk](mailto:avenueprimary@mcschools.org.uk) or phone the school to request an application pack on 01642 318510. All completed application packs must be returned directly to the school or emailed on

[recruitment@theavenueprimaryschool.co.uk](mailto:recruitment@theavenueprimaryschool.co.uk) and marked for the attention of James Hunter, Head of School.

Visits to the school are encouraged and can be arranged by contacting the office.

**School Visits: 16th and 17th July and 4th September at 4pm. Please ensure the office know you are attending.**

**Closing Date: 6th September 2024 at 12pm**

**Shortlisting: 6th September 2024**

**Interviews: 13th September 2024**

# Reception Teacher - Job Description & Person Specification

## Job Description

Responsible to: Head of School & SLT

### Purpose of the Job:

- To teach and assess a class of pupils.
- To inspire all children to reach their full potential.
- To contribute to the wider development of the school via support for enrichment activities.
- To support and drive high expectations, the ethos, aims and values of the school.
- To uphold all school policies and procedures and promote the good name of the school.
- To promote the use of current and emerging technologies creatively and positively to enhance learning.

### Specific Duties:

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives for the pupils, and deciding how they will be taught and assessed.
- Setting tasks which challenge the pupils and ensure a high level of interest, attention, participation and well-being.
- Setting high expectations for all learners.
- Setting clear targets, building on prior attainment.
- Identifying the needs of individuals and groups within the class, taking note of support plans and liaising with the SENDCO as required.
- Making effective use of assessment data and information when planning lessons and learning opportunities both indoors and outdoors.
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development.
- The effective use of teachings assistants' time as appropriate.
- The effective use of resources promoting and driving the use of ICT resources.

### Teaching and Class Management:

- Liaise effectively with the Head of School and senior staff in pursuing teaching and learning excellence with pupils.
- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident.
- Manage pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

- Provide clear structures for lessons maintaining pace, motivation and challenge.
- Use assessment for learning effectively to maximise the progress of all learners
- Promote the use of ICT, including iPads, in the learning environment and other sources.
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to their age.
- Critically evaluate own teaching to improve effectiveness.

#### **Monitor, assess, record, report:**

- Use planning and assessment as one process. Use pupil level data and information to improve specific aspects of teaching via effective planning and delivery of learning experiences.
- Monitor and assess pupils' work and set targets for progress.
- Keep up-to-date and accurate records detailing pupil achievement, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- Prepare and present informative reports to SLT, governors and parents / carers as required.
- Contribute to the school self-evaluation and improvement.

#### **Other professional requirements:**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- Take responsibility for a curriculum area/s across school.
- Take responsibility for their own professional development and duties in relation to school policies and practices and in particular to development of relevant ICT skills.
- Liaise effectively with parents and governors as necessary.
- Liaise with school to ensure there is a smooth transition for the pupils across phases and year groups.
- Carry out supervision duties as appropriate.
- Support the school's extra-curricular activities.
- In addition, to carry out other duties as reasonably required by the Head of School.

## Person Specification

	Essential	Desirable
<b>Experience:</b>		
Recent teaching experience in a primary school	✓	
Experience of teaching in the Early Years	✓	
Proven record of raising standards for all pupils, including underachieving pupils	✓	
Experience of effective assessment for learning and its use to raise standards	✓	
Experience of effective leadership of a curriculum area		✓
Use of technology within the classroom, including iPads	✓	
<b>Qualifications / Training:</b>		
Qualified Teacher Status	✓	
Evidence of continuing and recent professional development and its impact on practise	✓	
Sounds-Write Phonics Trained		✓
Current paediatric first aid qualification		✓
<b>Disposition, Attitude, Characteristics and Competencies</b>		
Ability to implement and lead whole school initiatives and support colleagues to raise standards through effective CPD, increased subject knowledge and skills		✓
Ability to establish and develop close working relationships with children, staff, parents, governors and the wider community	✓	
Ability to create a safe, happy, challenging and effective learning environment	✓	
Can promote the school's positive culture and ethos effectively	✓	
An ability to effectively implement procedures for managing and promoting positive behaviour amongst pupils	✓	

Ability to make use of appropriate data/information to analyse the performance of pupils and set targets	✓	
Excellent organisational skills	✓	
Ability to plan a varied curriculum in a lively, creative and engaging classroom environment	✓	
Commitment to whole-school life through leading extra-curricular clubs for example		✓
<b>Knowledge and Understanding</b>		
Clear understanding of current safeguarding legislation and a commitment to implementing these in school	✓	
Understand statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND and EAL	✓	
Strong working knowledge of the Early Years Curriculum	✓	
Knowledge of Computing curriculum and how ICT can be used to support assessment and learning across the curriculum	✓	
Clear understanding of how children learn and awareness of effective teaching strategies for personalised learning	✓	

This role falls within the category of regulated activity; therefore, you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.