

**BAYTON CE PRIMARY SCHOOL**  
**JOB DESCRIPTION**

**Job Title:** Teacher – Reception Class

**Grade:** MPG

**Responsible to:** Executive Head Teacher  
Teacher with NQT status will have additional mentor support

To take responsibility for the teaching of a class and other agreed responsibilities as are reasonably assigned by the Head Teacher.

**Duties as a teacher**

You are required to carry out the duties of a school teacher as set out in the current School Teacher's Pay and Conditions Document. More specifically you will be responsible to the Head Teacher for:

**Relationships**

You are responsible to the Headteacher for your teaching duties and responsibilities and for teaching tasks.

You are responsible for the supervision of the work of classroom assistants in your classroom.

**Teaching and managing pupil learning:**

- Leadership of a specific subject / aspect of the curriculum to be agreed in consultation. (NQT's are not expected to lead a subject in their first year)
- To lead and participate in curriculum developments led by others.
- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Understand the learning needs of pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement and keep records on Individual Provision Maps (IPMs).
- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.
- Use teaching methods, which keep pupils, engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

**Assessment and evaluation:**

- Use assessment to inform learning including use of the school's pupil tracking systems.
- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

**Pupil Achievement:**

- Secure progress towards pupil targets.
- **Managing own performance and development:**
  - Understand the need to take responsibility for your own professional development and to keep up to date with research and developments
  - Understand your professional responsibilities in relation to school policies and practices.
  - Evaluate your own teaching critically and use this to improve your effectiveness.
- **Managing and developing staff and other adults:**
  - Establish effective working relationships with colleagues.
  - Sustain the motivation of colleagues and support their development
  - Lead and manage teaching assistants and other classroom support staff.
  - Take responsibility for the effective management of access and inclusion
- **Key Tasks:**
  - The key tasks attaching to the post of teacher are as follows:
    - To monitor and report to parents on the progress of pupils in the allocated class
    - To mark class attendance registers
- **Curriculum leader**
  - Take responsibility for the development and monitoring of a curriculum or whole school curriculum aspect, as agreed if appropriate
  - Provide professional leadership and management for your subject; ensure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils within this area if appropriate
  - Follow the policies and practices of the school in relation to subject leadership.
- **Other Duties:**
  - To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
  - To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

- **PRINCIPAL CONTACTS**
- Pupils, teachers, parents, support staff.
- **Notes:**
- The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.