**JOB DESCRIPTION – Reception Teacher**

**Position:** Class Teacher for Early Years – maternity cover

**Reports to:** Senior Leadership Team

**Scale:** MPS or UPS

**Salary:** Salary negotiable dependant on qualifications and experience

**KEY PURPOSE:**

* Teach Early Years pupils and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
* Maintain the positive ethos and core values of the school, both inside and outside the classroom;
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors;
* Ensure that the current national conditions of employment for school teachers are met to a high standard.

 **MAIN ACTIVITIES:**

* Implement agreed school policies and guidelines;
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks, having the highest expectation of every child and believing that every learner has unlimited potential for development;
* To liaise with the Head teacher and EYFS leader on the development of the Foundation Stage Curriculum.
* Set clear targets, based on prior attainment, for pupils learning;
* Plan and resource a classroom that will encourage the development of all aspects of children’s learning. In particular to encourage children’s independent use of resources and involvement in their learning;
* Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
* Monitor children’s progress, keep records and evaluate children’s achievements;
* Set children high standards in the content and presentation of their work;
* Establish and maintain good relationships with colleagues, working as part of a team in all aspects of school development;
* Maintain good order and discipline amongst all pupils, in accordance with the school’s behaviour policy;
* Work in partnership with parents and carers in providing a quality education experience for all the pupils and report to parents on the development, progress and attainment of their children;
* Participate in meetings which relate to the school’s management, curriculum, administration or organisation;
* Communicate and co-operate with outside agencies;
* Lead, organise and direct support staff within the classroom;
* Participate in the performance management system for the appraisal of their own performance

**Develop personally and professionally through:**

* Reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

**Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.