

Job Description: Reception Class Teacher

*Required for February 2023 Fixed Term
to cover Maternity*

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Job Title: Reception Class Teacher – Fixed Term to cover Maternity

Responsible to: Headteacher and Deputy Headteacher

General Duties

The post holder is required to carry out under the reasonable direction of the Headteacher, the professional duties of a teacher which are set out in the relevant paragraphs of the School Teachers Pay and Conditions document and any subsequent amendments.

The post holder must at all times carry out his/her responsibilities with due regard to the Teaching Standards. The particular duties and responsibilities may be subject to reasonable change from time to time following consultation between the Headteacher and the post holder.

Job purpose:

- Class teacher
- To provide outstanding learning experiences and secure outstanding achievement

Professional duties:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for all learners;
- Plan, prepare and deliver lessons appropriate to the needs of the children who are assigned to the class;
- Use effective assessment for learning;
- Assess, record and report on the development, progress and attainment of pupils;
- To ensure teaching provision meets any special educational needs of children;
- To support pupils' spiritual, moral, social and emotional development.

Specific responsibilities:

- Support the vision and values of The Bromley Pensnett Primary School;
- To provide all learners with experiences that facilitate opportunities to make good progress, achieve well and reach their full potential;
- To hold high expectations and promote excellent standards of work and behaviour in and out of the classroom;
- Co-ordinate and direct the work of any teaching assistants who are assigned to the class;

- Integrate formative and summative assessment into weekly and termly planning ensuring the differentiation of tasks to cater for individual learning and social needs;
- Maintain a safe and stimulating classroom environment where classroom resources can be accessed appropriately by all pupils;
- To follow agreed school policies for planning, marking, assessment, recording and reporting of each child's progress in order to inform planning and raise standards of achievement;
- To promote high standards of behaviour which encourage children to be both respectful and responsible members of the school community and enable an excellent learning climate within the classroom. In doing so, at all times work within the school's agreed behaviour policy;
- To participate actively and professionally in school based in-service training;
- To engage in INSET and professional development activities;
- To play an active part in both external and internal monitoring and evaluation procedures, including the response to outcomes and feedback;
- To have a pastoral role in supporting the physical, social and emotional development of pupils, ensuring safety as a priority;
- To be aware of safeguarding responsibilities and report any concerns to the school's designated safeguarding lead;
- Participate in the school's timetable of duties relating to supervision of pupils in the playground.
- Present high standards of appearance at all times in keeping with the profession and display a professional example relating to punctuality and general behaviour;
- Maintain positive relationships with parents/carers;
- Communicate and cooperate with specialists from outside agencies for the wellbeing and educational development of pupils;
- Work with the staff team to maintain an attractive and well organised school environment;
- Carry out other duties or responsibilities as directed from time to time by the Headteacher which could reasonably be constructed as being in the remit of the post;
- Abide by the procedures contained in the most recent 'Teachers Pay and Conditions' document;