

St Clement’s C of E Primary School,

Henwick Road,

Worcester

WR2 5NS

**Phone:** 01905 423 861

**Email:** office-stc@riverscofe.co.uk

**Head of School:** Mrs Lisa Long: BA (Hons), PGCE, NPQH

***“Love your neighbour as you love yourself” Luke 10:27***

**Reception Teacher Job Description**

**Purpose of the job:**

1. To carry out the duties of a school teacher as set out by the class teacher job description and the school teachers’ pay and conditions document.

2. To lead a curriculum area within the school.

**Context of the role:**

* The Reception teacher will have responsibility for the Reception class.
* The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.
* All teachers make a valuable contribution to the school’s development and, therefore, to the progress of all pupils. All teachers will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by the member of the Senior Leadership Team with responsibility for the curriculum.

**Reception Teacher:**

The main responsibilities for this post are:

* Supporting the Christian vision, ethos and policies of the school and promoting high levels of achievement in EYFS.
* Supporting the creation and implementation of the school development plan, particularly where it relates to EYFS.
* Evaluating the effectiveness of the provision in EYFS in close collaboration with the leadership team.
* Organising and managing teaching and learning in EYFS.
* Effective use of EYFS data to inform priorities for improvement for individuals and the whole school.
* The pastoral care of children, promoting independence and good behaviour, in accordance with school policies.
* Ensuring that parents are fully involved in their child’s learning and development and well-informed about the EYFS curriculum, their child’s individual targets, progress and achievement.
* Developing the use of new and emerging technologies and techniques within the classroom.

**Planning, Teaching, Class Management and Curriculum developments.**

* Identifying clear teaching objectives and specifying how they will be taught and assessed.
* Setting tasks which challenge pupils and ensure high levels of interest
* Setting appropriate and demanding expectations
* Setting clear targets, building on prior attainment
* Identifying SEN or very able pupils
* Providing clear structures for lessons maintaining pace, motivation and challenge
* Making effective and best use of available time
* Maintaining good conduct and learning behaviours in accordance with the school’s procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
* Using a variety of teaching methods to match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
* Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
* Ensuring pupils acquire and consolidate knowledge skills and understanding appropriate to the area of learning taught
* Evaluating own teaching critically to improve effectiveness
* Ensuring the effective and efficient deployment of classroom support
* Taking account of pupils’ needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for English and Mathematics
* Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively
* Using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.
* Contribute to team responsibility for a subject or aspect of the school’s work and develop plans which identify clear targets and success criteria for its development and/or maintenance
* Contribute to the whole school’s development activities

**Monitoring, Assessment, Recording and Reporting:**

* Provide developmental feedback to pupils in order to ensure progress in all areas of learning
* Assess and record pupils’ progress systematically and keep records to check work is understood, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* Prepare and present informative reports to parents.

**Strategic Leadership**

To lead a foundation subject area across the whole school.

* To promote and support the principle that all class based staff are leaders of learning.
* Have high expectations of all pupils and support staff.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
* Liaise with staff to ensure smooth transition from one phase to another, including co-ordination of the ‘handover’ of relevant documents.
* Help develop a highly effective Early Years team through effective systems: attend regular staff meetings to ensure good communication, consistency in practice and good pupil progress.
* Use evidence based research reflect on current practice and drive school improvement

**Whole School/Other:**

* Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.
* Be aware of and support difference and ensure that the school’s equalities and diversity policies are followed.
* Show a commitment to work outside directed time when required.
* Contribute to and provide evidence for the school Self-Evaluation Summary and School Development plan.
* Develop personally and professionally through reflection and development of own practice through professional development programmes and own reading, keeping abreast of new initiatives.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head of School. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Head of School and member of staff. The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools’ policies and practices.

St Clement’s C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy’s pre- employment checks. St Clement’s C of E primary School shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion. We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.