

# JOB DESCRIPTION

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| **POSITION** | Reception TA4 position |
| **GRADE** | Grade 5 Point 13 - 19 Support Staff Pay Scale |
| **REPORTS TO** | Reception Year Group Leader |

## KEY PURPOSE OF THE JOB

To take responsibility for the education and welfare of a designated class/group of children in accordance with the current School Teachers’ Pay and Conditions document, having due regard to the requirements of the National Curriculum, EYFS framework and school policies.

## MAIN ACTIVITIES

1. To take responsibility for implementing appropriate learning programmes for all pupils in the designated class or group, within the framework of national and school policies.
2. To maintain assessment records and report on pupils’ progress to senior staff and parents in accordance with school policy.
3. To have knowledge and understanding of what constitutes quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising pupils’ achievement

# PRINCIPAL ACCOUNTABILITIES

1. To contribute to successful team work across Reception.
2. Within an agreed scheme, of supervision, contribute to the whole planning cycle, including preparing challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
3. To support school’s planned curriculum intent, implementation and impact by delivering a broad, balanced, relevant and stimulating range of subjects and activities.
4. To teach daily carpet sessions to a group of pupils in phonics, mathematics and English.
5. To support pupils on a 1:1 and group basis in the continuous provision.
6. To provide tailored support for pupils through interventions.
7. To develop children’s language and communication through high quality interactions.
8. To support school’s ethos of inclusion by respecting and celebrating cultural diversity and providing equality of opportunity.
9. To ensure a close match between the learning experiences offered and the individual needs of pupils, giving each child an opportunity to achieve to the highest possible standard.
10. To strive to close the attainment gap as quickly as possible for pupils not yet at age-related expectations.
11. To provide children with opportunities to manage their own learning and become independent learners as well as to learn co-operatively.
12. To create a secure, happy and stimulating Reception environment, maintaining the highest standards of organisation and discipline.
13. To foster each child’s positive mental health and establish relationships which are based on mutual respect.
14. To maintain a high standard of displays both in the classroom and other areas of the school.
15. To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and encourage the children to become more responsible for their own learning.
16. To assess pupils’ progress, maintain records and provide written reports to parents in accordance with school policies.
17. Give regular feedback on children’s progress to the year group leader and class teachers.
18. Provide objective and accurate feedback and reports as required, to the year group leader on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
19. Record progress and achievement in lessons/activities systematically and providing evidence of a range and level of progress and attainment.
20. Undertake marking of pupil’s work and accurately record achievement/progress.
21. To communicate and consult with parents and outside agencies, as necessary, about pupils’ progress and attainment.
22. To liaise with staff both school based and from other external bodies as required.
23. To work collaboratively with other members of the Reception team.
24. To engage in continuous professional development through staff meetings and INSET activities.
25. Attend to pupils’ personal needs, including minor first aid and provide advice to assist their social, health and hygiene development.

# KEY ORGANISATIONAL OBJECTIVES

The post holder will contribute to the school’s objectives in service delivery by:

* Ensuring compliance with school and national safeguarding procedures and policies.
* Enactment of health and safety requirements and initiatives as directed.
* Ensuring compliance with data protection legislation.
* At all times operating within the school’s agreed policies and approaches.
* Commitment and contribution to improving standards for pupils as appropriate.
* Contributing to the maintenance of a caring and stimulating environment for pupils.

# CONDITIONS OF SERVICE

(Governed by the national agreement on Teachers’ Pay and Conditions, supplemented by local conditions as agreed by the Governing Body).

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply procedures in relation to police checks.

# EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of, and in compliance with, St Margaret’s CE Primary School’s Equal Opportunities Policy.

Date of issue: ………………….… Signed post-holder ……………………..…………………………………………

Signed Headteacher ………………………………………..………………