



RECEPTION TEACHER JOB DESCRIPTION

Our mission is to develop happy, confident and successful pupils who are well prepared for their future.

GENERAL

The purpose of this job description is to outline the main responsibilities of a Reception Teacher. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. A Reception Teacher is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. A Reception Teacher will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, a Reception Teacher becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

A Reception Teacher will be line-managed by the Head of Pre-Prep.

KEY RESPONSIBILITIES

Academic and Pastoral

- Have a deep understanding and knowledge of the Early Years Foundation Stage (EYFS) Statutory Framework and Phonics
- Teach all subjects, specialising if necessary, as required to a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying academic and pastoral needs
- Administer both formative and summative assessments and monitor the progress of pupils
- Encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge and rigorous record keeping
- Ensure individual reports are written for each child in accordance with reporting guidelines and ensuring relevant deadlines are met
- Manage the time of colleagues providing learning support in class, such as a Teaching Assistant
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons

Relationships with Key Staff

- Assist the Head of Pre-Prep to ensure that, individually and collaboratively, the targets within the School Development Plan, are being met
- Report academic progress to Pre-Prep Academic Lead and participate in Pupil Progress Meetings and curriculum reviews
- Report pastoral concerns to the Pre-Prep Pastoral Lead and follow the school's Behaviour Management Policy
- Liaise with the Head of Learning Support to ensure that those pupils requiring support are identified and provided for



Other Responsibilities

- Attend and contribute positively to all meetings to which they are required to attend
- Attend Speech Day, Open Mornings and other relevant whole school events
- Be prepared to teach other subjects if required
- Be proficient in, and supportive of, using technology to support learning
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Ensure that all Schemes of Work are in place and up-to-date
- Maintain full and informative records as per school guidelines, such as the completion of Significant Conversation Forms etc.
- Organise any events, clubs, competitions and trips linked to their year group
- Participate in co-curricular school activities including clubs, day and residential trips;
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure
- Provide teaching cover as required throughout the school
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headteacher or Senior Deputy Head

No job description can cover all aspects of a role and consequently responsibilities are likely to evolve and change overtime.