



## Job Description

### Role: RECEPTION CLASS TEACHER

*This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.*

<b>Location:</b>	Prep Department
<b>Accountable to:</b>	The Class Teacher for Reception is directly responsible to and supervised by the Deputy Head of Prep. However, they may also receive instructions from the Head of Prep, and from the Head, who is responsible for the leadership and management of the College on a day to day basis.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

To be the Class teacher for a Reception class and to teach the EYFS curriculum.

#### Main Duties and Responsibilities

- To inspire children with enthusiasm and a love of learning.
- To deliver high quality teaching and learning to pupils within the Reception class in line with the requirements of the EYFS
- To organise classroom and learning resources in order to create a rich and stimulating learning environment where learners are welcome.
- To prepare and develop teaching materials, teaching programmes, methods of teaching and pastoral arrangements.
- To assess, record and report on the development, progress and attainment of pupils in line with the requirements of the EYFS – this includes an electronic learning journal.
- To be responsible for the effective management of children and staff, encouraging the children to develop their self-confidence and independence.
- To ensure the appropriate balance of teacher led and child initiated activities.
- To liaise as required with the Director of Inclusion to support children in the College
- Demonstrate good practice with regard to punctuality, standards of work and professional conduct.
- Promote the general well-being of pupils, taking note of individuals' personal needs.
- Maintain discipline and high standards of courtesy and appearance amongst pupils, at all times.
- Ensure shared teaching areas and resources are looked after appropriately.
- Identify a range of resources and methods to enhance teaching e.g. workshops, clubs, educational visits.
- Cover, as required, for absent colleagues.
- Periodically review teaching methods maintaining knowledge of the subject and expertise. Participate in further training and professional development.
- Contribute to the College Development Plan.
- Ensure the effective and efficient deployment of classroom support.
- Liaise with the Deputy Head of Prep or the Head of Prep over any pupil concerns and maintain positive relations with parents.
- To liaise closely with the other Year group teachers to ensure the smoothest possible transition

- To work closely with incoming families from Pre-School settings including our Nursery to ensure a smooth start to the Reception year

#### **Other Duties**

- To implement the aims, policies and stated ethos of the school.
- Arrive in College to allow for an orderly start to the school day.
- Attend assembly.
- Organise and lead assembly with class according to the assembly rota.
- Attend Parents' Evenings, Open Days, Staff Meetings and INSET training.
- Take part in duty rotas.
- Make an active contribution to the Prep Clubs provision.
- To ensure that children's work is valued by managing the provision of good, interactive displays in the classroom.
- Actively support College events as far as possible.
- Complete forms as necessary for after school arrangements and medical issues.
- Prepare forms and arrangements for visits in accordance with the Prep Visits Policy.
- Refer to and follow the Prep Department Staff Handbook and College policies.
- Perform any specific duties as requested by the Head of Prep or the Head. These are organised as equitably as possible, taking into account interests, abilities and other responsibilities.

#### **General**

St Francis' College is totally committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).

#### **Training and Work Equipment**

The Class Teacher for Reception will be expected to hold a Paediatric First Aid qualification. The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

#### **Review of Duties**

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be modified as appropriate.

## Person Specification

### Role:

Essential	Desirable
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Qualified Teacher status</li> </ul>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Evidence of continuous INSET and commitment to further professional development</li> </ul>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Teaching Reception class in line with the EYFS curriculum</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Teaching across the whole Primary age range;</li> <li>• Working in partnership with parents.</li> <li>• Teaching in an Independent School</li> </ul>
<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge and understanding of the EYFS Framework</li> <li>• An understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>• Statutory National Curriculum requirements at the appropriate key stage;</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• The statutory requirements of legislation concerning</li> <li>• Equal Opportunities, Health &amp; Safety, SEND and Safeguarding Children;</li> <li>• The positive links necessary within school and with all its stakeholders;</li> <li>• Effective teaching and learning styles.</li> </ul>	
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• The Class Teacher will be able to:</li> <li>• Promote the school's aims positively, and use effective strategies to monitor motivation and morale;</li> <li>• Develop good personal relationships within a team;</li> <li>• Establish and develop close relationships with parents, governors and the community;</li> <li>• Communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>• Create a happy, challenging and effective learning environment.</li> </ul>	

**Other:**

- Approachable
- Committed
- Enthusiastic
- Able to motivate self and others
- Calm under pressure
- Well-organised
- Work in a team
- Uses initiative

**Other:**

- Willingness to go the 'extra mile'
- Willingness to contribute to the extra-curricular provision of the school