



# THE ROLE OF RECEPTION TEACHER

## Job description & person specification

The class teacher will ensure the all-round development of pupils by teaching the curriculum with due regard for the mission, aims and objectives of the school and the needs of the pupils.

Reporting To: Headteacher  
Deputy Headteacher  
Head of Junior Department

## Main Responsibilities

### Teaching

- Lead and inspire pupils in a love for learning, excellence of standards and expectations.
- Strive to be an excellent classroom practitioner, teaching according to the needs of the pupils.
- Understand the academic, physical, emotional and spiritual needs of pupils in the class and plan appropriate tasks to maintain a close match between the work offered and those needs.
- Plan a time-table for the week within the School's guidelines of a broad, balanced and relevant curriculum.
- Plan, prepare and deliver suitable programmes of work and lessons within the established curriculum guidelines.
- Use a range of appropriate teaching methods to enable all children in each year group to learn, according to their aptitude and ability.
- Ensure equal pupil access to the curriculum.
- Provide pupils with regular constructive feedback including the marking of work (to be carried out in school and elsewhere).
- From time to time review methods of teaching and programmes of work.
- Work alongside the parallel class teacher in organising teaching programmes and related activities.
- Maintain a cheerful and well organised stimulating environment in which pupils can work effectively and experience a sense of achievement.

### Pupils

- Provide a nurturing and caring ethos in which pupils can flourish academically, physically, emotionally and spiritually.
- Maintain good order and discipline within the classroom and throughout the school.
- Actively safeguard the pupils' health and safety both in school and when engaged in authorised school activities elsewhere.
- Liaise with the Headteacher, Deputy Head, Head of Dept. and colleagues regarding information concerning the needs and abilities of individual pupils.
- Promote the general progress and well-being of individuals and review your own and pupils' work as a regular strategy aimed at maintaining the standard and quality of work done.
- Provide guidance, advice and support to pupils on educational, personal and social matters.

### Assessment, Reports and Records

- Assess standards of work, monitoring attainment and keeping up-to-date mark books and records of each pupil's progress including entering data into the central database.

- Assess, record and report on the development, progress and attainment of pupils.
- Compile reports for both internal use and twice yearly for parents.
- Keep the Headteacher informed of the detail of the day-to-day work undertaken by means of weekly planning completed in advance.

### **Meetings**

- Participate in staff/curriculum/department/parents' meetings after school.
- Communicate and consult with other staff and parents of pupils.
- Have regular meetings with parallel teacher.

### **Performance Management**

- Participate positively in performance management and monitoring procedures.

### **Further Training and Development**

- Keep abreast of recent educational developments.
- Participate in arrangements for further training and professional development as a teacher by attending INSET and CPD courses.

### **Other Responsibilities**

- To contribute to the spiritual and social life of the School and actively promote and support the Christian ideals of a Roman Catholic school.
- Promote good relationships at all levels and treat with sensitivity and professionalism any confidential information concerning individuals gained in the course of a working day.
- Manage the duties and responsibilities of the teaching assistant attached to the class.
- Participate in supervision duties at break, lunchtime and at the end of the day.
- Supervise and, so far as practicable, teach any pupils whose teacher is not available to them.
- Maintain the high standards throughout the school and uphold the Teachers' Standards accordingly.
- Uphold the staff behaviour policy and all school policies and procedures.
- Support co-curricular activities, school events and whenever able to support functions organised by the Friends of Holy Cross.
- Offer or assist with an after school extra-curricular activity.
- Undertake any other specific duties which the Headteacher may reasonably direct from time to time.
- Be prepared to accept changes in the above items as required by the needs of the school, and for personal and professional development.
- Attend and support events including those outside school hours.

*This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the head teacher. This job description should be seen as enabling rather than restrictive and is subject to annual review.*

# Person Specification

## Qualifications

- Qualified Teacher Status
- A degree (or equivalent) and PGCE along with strong evidence of continued professional development
- CCRS (desirable)

## Experience

- Current or recent experience of successfully teaching Reception pupils within a wide range of ability including gifted and talented and less able pupils
- Proven track record of working effectively with parents, pupils and staff
- Experience of working in an independent prep school is desirable but not essential
- Experience of remote teaching and learning is desirable but not essential

## Skills/ Knowledge

- Good knowledge of the national curriculum, EYFS framework and the development of pupil meta-cognitive skills
- Monitoring, assessment, reporting and recording pupil progress
- ICT skills relevant to teaching and a sound knowledge of the role of ICT in teaching and learning across the curriculum
- Up to date knowledge of educational trends and learning strategies
- Excellent organisational and time management skills and an ability to prioritise effectively
- Excellent inter-personal and communication skills; able to build positive working relationships with pupils and adults alike
- Able to work both independently and collaboratively as part of a team
- Knowledge of and commitment to safeguarding and child protection

## Personal Attributes

- Sympathetic to the Christian ethos of the school
- Committed to the raising of standards and achieving excellence in all aspects of pupil experience
- A caring, understanding and sensitive approach
- Highly motivated
- Ability to set targets and meet deadlines
- Adaptable, resilient and able to work well under pressure
- Enthusiastic and have a passion for teaching and learning
- High expectations of self and others
- Sense of humour
- Growth mindset
- Commitment to equality of opportunity and inclusion
- Able to maintain confidentiality
- An 'I can do' approach to life