**NEW SEAHAM ACADEMY**

**JOB DESCRIPTION- RECEPTION CLASS TEACHER**

**Duties and Responsibilities**

The duties and responsibilities set out in this job description are to be carried out in accordance with the STPC as amended from time to time.

# General Duties

**\*** The teacher shall carry out the professional duties of a school teacher under the

 reasonable direction of the headteacher of that school.

\* A teacher shall perform such particular duties as may reasonably be assigned

 to them.

# Professional Duties

\* Plan and prepare programmes of study and lessons

\* Teach, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil in school and

 elsewhere.

\* Assess, record and report the development progress and attainment of pupils.

\* Promote the general progress and well being of individual pupils and of any class

 or group of pupils assigned to them.

\* Provide guidance and advice to pupils on educational and social matters and on

 their further education and careers, including information about sources of more

 expert advice on specific questions making relevant records and reports.

\* Make records of and reports on the social needs of the pupils.

\* Communicate and consult with the parents of pupils.

\* Communicate and co-operate with persons or bodies outside school.

\* Participate in meetings arranged for any of the persons described in 6,7,8,9 and 10.(STPC)

\* Provide or contribute to oral and written assessments, reports and references

 relating to individual pupils or groups of pupils.

\* Participate in any arrangements within an agreed national framework of Performance Management.

\* Review from time to time their methods of teaching and programmes of work.

\* Participate in arrangements for their further training and professional development

 as a teacher.

\* Advise and co-operate with the headteacher and other teachers on the preparation

 and development of schemes of work, teaching materials, teaching programmes,

 methods of teaching and assessment and pastoral arrangements.

\* Maintain good order and discipline among the pupils. Safeguard their health and

 safety both when they are authorised to be on the school premises and when they

 are engaged in authorised school activities elsewhere.

\* Participate in meetings at the school which relate to the curriculum for the school

 or the administration or organisation of the school, including pastoral

 arrangements.

\* Supervise and so far as is practicable teach any pupils whose teacher is not

 available to teach them (note limitations- STPC).

\* Take such part as may be required of them in the review, development and

 management of activities relating to the curriculum, organisation and pastoral

 functions of the school.

\* Participate in administration and organisational tasks related to such duties as

 described above, including the management or supervision of persons providing

 support for teachers in the school and the ordering and allocation of equipment

 and materials.

\* Attend and lead assemblies(at the request of the headteacher), registering the attendance of pupils and supervising pupils whether these duties are to be performed before, during or after the school sessions

\* Help teachers to maintain appropriate records of children’s work and assist with

 the diagnosis and remediation of children’s learning difficulties.

\* Endeavour to keep up to date with the new developments in the Early Years

\*Lead a subject/aspect assigned to them

\* Contribute to the wider school community

\* Any other duty or responsibility as may be reasonably directed from time to time

 by the Headteacher.

Unless otherwise directed, no part of this job profile should be construed as determining the amount of time spent on a particular duty or responsibility. All particular and professional duties and responsibilities shall be carried out in accordance with the school’s published policy on ‘directed’ time and with regard to the need to work such additional hours as may be required in order to discharge effectively a teachers professional duties.

This job profile will be the subject of review at least once in each academic year and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Headteacher: ………………………………………………

Teacher: ………………………………………………

Date