**JOB DESCRIPTION**

**Reception Teacher**

**Salary:** MPS/UPS

**Responsible to:** Assistant Head Teacher/ Headteacher

**Purpose of the job:**

To teach pupils across the full age and ability range of Foundation Stage 2 in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

**AREAS OF RESPONSIBILITY AND KEY TASKS**

PLANNING, TEACHING AND CLASS MANAGEMENT, TO:

Teach allocated pupils by planning teaching which achieves progression of learning through:

* Identifying clear teaching objectives and specifying how they will be taught and assessed
* setting tasks which challenge pupils and ensure high levels of interest
* setting appropriate and demanding expectations
* setting clear targets, building on prior attainment
* identifying SEN or very able pupils
* providing clear structures for lessons maintaining pace, motivation and challenge
* making effective use of assessment and ensure coverage of programmes of study
* ensuring effective teaching and best use of available time
* monitoring and intervening to ensure sound learning and discipline
* using a variety of teaching methods to:

i. Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary

ii. Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions

iii. Select appropriate learning resources and develop study skills through library, ICT and other sources

* ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
* evaluating their own teaching critically to improve effectiveness.

ADDITIONAL STANDARDS FOR RECEPTION AND EARLY YEARS

* taking account of pupils’ needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
* encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning
* managing parents and other adults in the classroom

MONITORING, ASSESSMENT, RECORDING, REPORTING WHICH WILL:

* assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
* mark and monitor pupils’ work and set targets for progress
* assess and record pupils’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
* prepare and present informative reports to parents

OTHER PROFESSIONAL QUALITIES REQUIRED:

An ability to be able to:

* have a working knowledge of teachers’ professional duties and legal liabilities
* operate at all times within the stated policies and practices of the school
* establish effective working relationships and set a good example through their presentation and personal and professional conduct
* endeavour to give every child the opportunity to reach their potential and meet high expectations
* contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
* take responsibility of their own professional development and duties in relation to school policies and practices
* liaise effectively with parents and governors
* take on any additional responsibilities which might from time to time be determined

Any additional responsibilities in line with Teachers’ Pay and Conditions as negotiated with the Head Teacher.