**Job Description**

#### Shotton Primary School

**Post Title: Reception Class Teacher- to cover maternity leave**

**Responsible to: Head Teacher**

**General Duties and Responsibilities:**

* To meet the professional standards of teachers at all times.
* Be aware of school policies and procedures and fully support their implementation when required.
* To fulfil the requirements of the class teacher, demonstrating high standards in classroom practice.
* Teach, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere.
* Assess, record and report on 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 him/her.
* 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 the school.
* Participate in meetings.
* 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 for the appraisal of his/her performance and that of other teachers.
* Review from time to time his/her methods of teaching and programmes of work.
* Participate in arrangements for his/her further training and professional development as a teacher.
* Advise and co‑operate with the head teacher 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 engaged in authorised school activities elsewhere.
* Participate in meetings at the school that 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 the three day rule).
* Contribute to the selection of and appointment and professional development of other teachers and non‑teaching staff, including the induction of new and probationary teachers.
* Take such part as may be required of him/her 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 sometimes lead assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school sessions.