

# DIAMOND HALL INFANT ACADEMY



## Job Description

**Job Title:** Classroom Teacher - Reception

**Grade:** Main Pay Scale

**Responsible to:** Head Teacher

## Purpose of the Post

- To meet requirements of a teacher as set out in the School Teachers Pay and Conditions Document and the Professional Standards for Teachers.
- To implement a broad, balanced, challenging, stimulating, meaningful and differentiated curriculum for all learners.
- To facilitate a positive learning environment and encourage positive attitudes to learning.
- To ensure the learning environment is conducive to the learning needs of young children.
- To take a significant role in developing a curriculum area and to be part of a curricula learning team.

## Professional Responsibilities

The post holder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below.

### Teacher

- To teach children according to their learning needs ensuring the effective development of basic skills needed to access learning
- To provide stimulating and exciting learning experiences
- To motivate children by developing their interests linked to relevant learning objectives
- To facilitate learning through child initiated play.
- To be the teacher for 2 groups of children, planning, co-ordinating monitoring, assessing, reporting and supporting the effective progress of all children
- To monitor the assessment and progress of all children accountable for.
- To maintain good level of knowledge in regard to latest research in effective teaching approaches relevant to the developmental stage of children
- To ensure good standards of discipline through effective behaviour management
- To identify and develop progress made by groups of children, e.g. boys, girls SEN, EAL, LAC, PP.
- To manage and develop strategies and intervention programmes to target any children underachieving
- To work within a team to ensure the co-ordination and effective use of all practitioners.
- To support parents in understanding the learning and development needs of their child.

### Learning Team Member

- To take a significant role in an area of the curriculum
- To contribute to Learning team discussions
- To demonstrate best practice with regard to this area in terms of teaching and learning
- To contribute to the process of monitoring and evaluating children's progress within a curriculum area and the quality of the school's provision

- To contribute to the formulation and implementation of policies as agreed
- To promote a rich, curriculum actively enhancing diversity within the school
- To play a full part in the life of the school actively supporting the vision of the school
- Contribute to Self-Evaluation by meeting requests and deadlines for information actively supporting the Leadership team

**Confidentiality:**

All employees are required to work in a confidential manner in all aspects of their work.

**Additional Responsibilities:**

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under GDPR for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School’s Equal Opportunity policy and contribute to diversity policies.
- Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification.

**Review and Amendments:**

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

***Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.***

**Signature:** ..... **Signature:** .....

Post Holder

Head Teacher

**Date:** ..... **Date:** .....