

Reception Class Teacher Job Description

Reports to - Headteacher

Generic Responsibilities - Class Teacher

- Plan within a Reception class and prepare and evaluate activities in line with school policy and procedure.
- Monitor the social and emotional needs of the children, and to liaise with appropriate staff and agencies.
- Where lessons are taught, maintain and be responsible for the effective records of pupil progress, including groups and individual pupils, using tracking procedures, teacher assessment and any other agreed system.
- Ensure the good behaviour of all pupils in the school, supporting the whole school Behaviour Management Policy.
- Encourage pupils to develop and use their creativity, initiative, independence and responsibilities
- Be familiar with the Special Educational Needs (SEN) Code of Practice and support and plan for pupils accordingly
- Be committed to the maintenance of high standards and quality of education throughout the school.
- Act on school assessment systems to inform best practice.
- Adhere to all school policies e.g. Marking Policy.
- Strive to meet the needs of all children through quality differentiation and appropriate challenge.
- Meet and inform (where relevant) parents/carers of their children's progress, attitudes, attainment and targets through formal and informal meetings at appropriate times and assist in producing an annual written report in line with school procedures.
- Promote the vision, aims and values of the school and contribute to development.
- Attend staff meetings and briefings and INSET, participating in school policymaking and liaising with key stakeholders.
- Participate fully in the school self-evaluation process including lesson observations and other appropriate evaluative activities in line with school policy and procedure.
- Implement all school policies, promoting equal opportunities for all.
- To undertake any other particular duty reasonably assigned by the Head teacher from time to time.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupil

- Lead a subject, ensuring continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching, resourcing and teaching methods, developed in line with the school curriculum

