

The Avenue Nursery & Pre-Preparatory School - Job Description



POST: Reception Class Teacher

Job Purpose

To carry out the professional duties of a Reception Teacher as circumstances may require and in accordance with the school's policies under the direction of the Principal and Head. To be an effective professional who provides leadership in the development and teaching of EYFS Reception children. Demonstrating thorough curriculum knowledge, teaching and assessing effectively and taking responsibility for professional development.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Take responsibility for ensuring the implementation of teaching principles in Reception. Lead in the planning and preparation of daily activities in Reception, in conjunction with assistant or other teaching staff.

- Deliver the curriculum relevant to the age and ability group/subject/s that you teach.
- Identify clear teaching objectives, specifying how they will be taught and assessed.
- Set tasks which challenge the children and ensure high levels of interest.
- Ensure that each child develops at an age-appropriate pace through differentiated planning and teaching. This should incorporate effective use of our outdoor learning spaces and ensure the high quality of learning is sustained.
- Endeavour to give every child the opportunity to reach their potential.
- Be aware of and make provision for children who may have additional needs, very able or who have EAL.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality and behaviour.
- Use a variety of teaching methods to ensure children acquire and consolidate knowledge, skills and understanding appropriate to their learning.
- Evaluate one's own teaching critically to improve effectiveness.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, including the correct use of spoken English (whatever your specialist subject)
- Make accurate and productive use of assessment to secure pupil's progress.
- Set homework and plan other out of class activities to consolidate and extend the knowledge and understanding of pupils as appropriate.
- Assist in organising, planning and evaluating Reception/EYFS school trips.
- Attend the daily staff briefing each morning and attend EYFS and Pre-Prep staff meetings when required.
- Planning and delivering one after-school club each week during term time;
- Undertaking playground and lunch duties as required.
- Maintain wall displays to a high standard.
- Control and oversee the cost-effective use of storage and ordering of teaching materials and resources provided for class usage.
- Supervise and manage the work of the classroom assistant.
- Assist in the timetabling of the Reception lessons and extra-curricular activities and to review annually taking into consideration additional activities and any staff changes.

- Mark the class attendance registers on the schools MIS. Assist in reviewing the Pre-Nursery website content and notify the school office of amendments as required.
- Monitor, review and assist in updating content on the parent portal of the website in relation to your areas of responsibility by notifying the school office of amendments as required.

Monitoring, Assessment, Recording and Reporting

Take responsibility for children in Reception, assessing recording and reporting on their development, progress and attainment. Use the School Assessment Tool, Tapestry to inform parents on a regular basis of their child's progress.

- Assess and record children's progress systematically and keep records of their work. Monitor strengths and weaknesses, inform planning and recognise the level at which the child is achieving.
- Undertake assessment of children using the PIP's in Reception, collating results.
- Write, review and amend children's annual written reports, ensuring reports are sent to parents in the summer term.
- Establish and maintain positive, courteous relationships with parents and colleagues.
- Provide feedback to parents on a pupil's progress at regular intervals including parents' evenings and other meetings.
- Assist in reviewing and updating Policies in accordance with ISI directives.
- Liaise with relevant staff to ensure effective transition of children from Reception to Year 1.

Curriculum Development

Assist in the coordination and implementation of areas of the National Curriculum you are responsible for.

- Liaise with other teachers to ensure consistency and outstanding practices across the curriculum.
- Work collaboratively with other members of the staff team to maintain high standards of achievement, including with extra-curricular staff (P.E., Drama, French, Music)
- Liaise with the Principal and Head when admitting new children into the Reception..
- Help ensure the EYFS/Reception curriculum enables children to be appropriately prepared for entry to Year 1

Safeguarding, Pastoral Duties, Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards, consistently and fairly.
- Manage class effectively using approaches which are appropriate to pupil's needs in order to inspire, motivate and challenge pupils.
- Be a positive role model and demonstrate consistently the positive attitude, values and behaviour, which is expected of pupils.
- Have high expectations of behaviour, promoting self-control, and independence of all learners.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocols/procedures.
- Alert appropriate staff to problems experienced by children and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with the schools Designated Safeguarding Lead (DSL), parents of children and persons or bodies outside in line with the school's Safeguarding Policy.
- Contribute to PSHE and British Values and Citizenship.

Team working and Collaboration.

- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Liaise and consult with colleagues in the EYFS & KS1 and maintain a high degree of professionalism in all dealings with colleagues and Parents.
- Establish cordial working relationships to provide an effective and harmonious team, setting a good example through personal and professional conduct.
- Cooperate with other staff to ensure sharing and effective usage of resources to the benefit of the school and children.

Professional development:

- Regularly review the effectiveness of your teaching and assessment procedures, and its impact on pupil's progress, attainment and well-being.
- Be responsible for improving your teaching through participating fully in training and development.
- Noting opportunities identified by the school as an outcome of your appraisal.
- Undertake to complete the mandatory online training as required by the school's induction procedure with regard to your continuous professional development.
- Attend mandatory Inset Training days and participate in fire drills.
- Attend annual appraisal.

Other Professional Requirements

- Read and fully comply with the staff handbook.
- Regularly read and fully comply with school policy documents (accessible through school website)
- Respect and understand the need for confidentiality within the school and within the outer community.
- Operate at all times within the stated policies and practices of the school.
- Take account of wider curriculum developments.
- Complete planning, report writing, parent meetings and displays of the children's work once the teaching day has ended.
- Attend and take part in annual Open Evening, Curriculum Meetings, New Parents Evening, School Summer Picnic and Termly Parent Consultation Evenings, Staff meetings and other social events if required. Some of these may occur on a Saturday.
- Undertake duties before, during and after school as required including attendance at school functions.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

The Avenue Nursery & Pre-Preparatory School



Person Specification for all Teaching Appointments

In making an appointment at the Avenue Pre-Preparatory School and Nursery we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post.
- has a sound knowledge and understanding of, and be able to comply with, the Early Years Foundation Stage Statutory Framework (EYFS)
- has good interpersonal and communication skills with pupils and colleagues.
- has good listening skills and respect for all pupils.
- has the ability to motivate pupils.
- has the ability to generate enthusiasm for the work of the department.
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - subject knowledge and application.
 - classroom management.
 - assessment, recording and reporting students' progress.
 - teaching effectively throughout age and ability range.
- has confidence to contribute their own ideas and initiatives to the philosophy of the school.
- has personal 'presence', warmth, sense of humour, maturity, approachability.
- is willing to be involved in the wider activities of the school and go that extra mile.
- has a practical understanding of administrative demands.
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.