

Reception Teacher

Maternity Cover

Overview

Job Purpose

To teach a Reception class, delivering an engaging and creative Early Years curriculum that supports each child's academic, social and emotional development. The role requires the creation of a safe, nurturing and stimulating learning environment in which children are encouraged to develop confidence, curiosity, independence and a lifelong love of learning, while ensuring high standards of care, wellbeing and achievement.

Key Responsibilities

This job description indicates the range of duties involved and is not intended to be all-inclusive. The post-holder is required to be flexible and show initiative. The post-holder may perform other related duties as required to meet the ongoing needs of the school.

- Teach all EYFS areas to a class of Reception pupils, undertaking all duties expected of a class teacher within the Early Years Foundation Stage.
- Plan and deliver high-quality learning experiences through a balance of adult-led teaching and child-initiated play within continuous provision.
- Develop and maintain age-appropriate Schemes of Work and medium-term plans aligned to the EYFS framework and school expectations.
- Act as Reception class teacher with full responsibility for pastoral care, daily routines, and classroom organisation.
- Provide nurturing, responsive pastoral support, ensuring the emotional, social and developmental needs of young children are met.
- Communicate effectively with parents, offering regular updates on progress, wellbeing and next steps.
- Maintain an up-to-date knowledge of the EYFS curriculum, assessment requirements, and early childhood pedagogy.
- Be committed to strong early learning progress, using high-quality observations, next-step planning and differentiated provision to ensure each child develops at an appropriate pace.
- Use a range of ICT tools and software suitable for Reception pupils to enhance learning and support assessment.
- Provide a stimulating, language-rich learning environment, ensuring displays and provision areas are purposeful, engaging and regularly refreshed.
- Maintain accurate and efficient records, including observations, assessments and statutory EYFS documentation.
- Produce short-, medium- and long-term planning that reflects the needs and interests of the cohort.
- Work collaboratively with colleagues, contributing to team meetings, INSET and whole-school initiatives.
- Undertake supervision duties before, during and after school as required.
- Participate in co-curricular activities, including clubs, enrichment opportunities and school events appropriate to Reception.
- Attend school functions, including open days, parent evenings and community events.
- Be committed to the personal development and wellbeing of Reception pupils, supporting their independence, social skills and readiness for Year 1.
- Liaise with colleagues to support smooth transitions within the EYFS and into KS1.

- Develop positive professional relationships with pupils, colleagues and parents.
- Keep the Headteacher informed of any significant developments concerning pupils in the class.
- Undertake any other duties reasonably required to meet the ongoing needs of the school.

Person Specification

Qualifications

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| • A postgraduate teaching qualification | Essential |
| • Qualified Teacher Status | Essential |
| • Evidence of further relevant professional development | Desirable |

Experience

- Applications welcome from NQT's, as well as experienced teachers
- Experience of teaching EYFS
- A proven track record of delivering on academic performance both in terms of attainment and progress
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of collaborating with colleagues

Knowledge

- Strong knowledge of EYFS
- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

Skills

- The ability to inspire, motivate and support pupils and colleagues
- Excellent organisational, administrative and ICT skills
- A good up to date knowledge of the EYFS Curriculum

Personal Qualities

- High levels of personal and professional integrity
- Ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A team player with leadership qualities, a reflective, and flexible approach
- Organised, energetic and able to self-direct
- Ability to think creatively and imaginatively
- Committed to the School's ethos and values
- High expectations for pupil attainment, personal development and conduct
- Committed to professional development and show a willingness to undertake appropriate training for this role
- Willingness to go the extra mile

All positions are subject to safeguarding checks including an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), shortlisted candidates will be subject to an online check.