

Job Description

EARLY YEARS TEACHER

SCHOOL: SPALDING MONKSHOUSE PRIMARY SCHOOL

RESPONSIBLE TO: The Headteacher

SALARY: Main Pay Scale

Purpose of the role

As a minimum the Reception Teacher will fulfil the professional duties set out in the current School Teachers' Pay and Conditions Document and the National Standards for Qualified Teacher Status. They shall also undertake any professional duty requested by the Headteacher where this is commensurate with qualifications and working in an appropriate role.

In addition to the General Professional Duties set out in paragraphs 37-40 of the School Teachers Pay and Conditions document, the following duties are attached to the post:

Main Activities

1. To assist the Headteacher and EYFS lead in establishing effective teaching in the Reception class.
2. To have a full teaching commitment.
3. To take responsibility for the welfare and safety of all the children in the Reception class.
4. To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout Reception.
5. To take responsibility for the management of other adults in the classroom.

Supervision Received

1. To be responsible to the Headteacher and Governing Body and to participate in the performance management/appraisal of all staff as required.

Main Responsibilities

1. To work closely with other members of the Reception staff and the EYFS Lead to establish the highest standards of achievement, within a learning environment which reflects current excellent practice for very young children, particularly those aged 3 - 5.
2. To ensure continuity and progression in the delivery of the Early Years' Foundation Stage curriculum.
3. To be an effective Reception teacher catering for the range of needs of all the children in the Reception class.
4. To make appropriate educational provision for children with SEND and those learning EAL with support from the SENCO/EYFS lead.
5. To teach within the framework of school policies paying particular attention to Safeguarding, Equality, Inclusion, SEND and Anti – Racism.

6. To implement policies and procedures with regard to Safeguarding and Health and Safety.
7. To take responsibility for planning and implementing appropriate learning experiences.
8. To attend and contribute to regular planning and staff meetings.
9. To plan, organise and resource a classroom environment which will facilitate children's independent learning and enable children to maximise their full potential.
10. To establish and maintain good partnerships with colleagues, parents and carers, outside agencies and children including good home-school links.
11. To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school policy.
12. To be able to interpret assessment data and make appropriate recommendations to improve outcomes for children.
13. To communicate and consult with parents and carers and with outside agencies, as necessary about children's progress and attainment.
14. To effect equal opportunities through meaningful classroom practice in order to achieve equality of outcome.
15. To be responsible for developing and maintaining appropriate resources and equipment, preparing the classroom indoors and outdoors and ensuring that it is safe, clean and tidy at the start and end of each session.
16. To keep abreast of the latest initiatives.
17. To maintain a high standard of display/provision both in the classroom and other areas of the Reception areas.
18. To attend courses and develop own expertise on advice and agreement of Headteacher and EYFS Lead Teacher as identified through Performance Management, through School Self-Evaluation and the School Improvement Plan.
19. To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.
20. To support the aims and ethos of the EYFS at all times, promoting these to parents and carers and to colleagues, visitors and other professionals both in the Reception and in the wider community.
21. Play a full and active role within the school.