



Saffron Green Primary School Job Description – Reception Class Teacher

Job details

Grade: Main – Upper Pay Scale

Contract type: Part-time – Fixed Term

Reporting to: Headteacher

School Ethos

The school's aims to provide a rich and varied learning experience within a caring atmosphere, where everyone feels happy and secure. In all the undertakings, the ethos of the school should remain central.

The teacher's job description adheres to the conditions laid down in the School Teacher's Pay and Conditions Document.

Main Purpose:

- To carry out the general professional duties of a school teacher under the reasonable direction of the Headteacher of the school.
- To perform such particular duties as from time to time may be reasonably assigned to him/her by the Headteacher.

Your main professional duties are to:

- Attend assemblies and contribute to the preparation of these throughout the year;
- Work to achieve the general and particular aims of the school, expressed in the School aims, the Governors' Curriculum Statement and the School Improvement Plan.
- Teach the class assigned to you according to the pupils' differing educational needs in accordance with the teaching styles agreed by the school, and promote the general progress and wellbeing of the children;
- Plan and prepare lessons appropriate to the age of the pupils and covering the range of subjects required by the Curriculum of the school, as laid down by the Governors;
- Liaise with the SENCo to ensure provision of an inclusive classroom to all SEND learners.
- Keep records of planned work in accordance with the methods laid down by the Headteacher and agreed with the teaching staff of the school;
- Set and mark work to be carried out by the children, according to their different levels of ability and attainment, and according to the Assessment, Marking and Feedback Policy;
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- Establish targets for pupil achievement and ensure this information is used to good effect to evaluate progress;
- Organise the classroom, the educational materials and apparatus, so that they can be used to best advantage in the learning process by all pupils;



- Make assessments of individual pupil progress in RE, the core and foundation subject areas and keep all required records in the agreed format;
- Provide written reports for parents at the end of the school year, to include academic achievement and progress in all subject areas, as well as personal and social qualities and needs;
- Evaluate their own teaching and use this analysis to identify affective practice and areas for improvement;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers;
- To assume the responsibility as Subject leader / co-ordinator for an area / areas of the curriculum ensuring strategic direction and development of the subject within the school. For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school (unless an NQT.)
- Lead team meetings

Accountable for:

- The education and welfare of the children in accordance with national conditions of service and the religious ethos of the school.
- The quality of learning and the achievements of all pupils in the class.

Authority to:

- Implement school policies and procedures.
- Liase with parents or other responsible adults and with external professional staff in accordance with school policies and procedures.

Personal Specification – Reception Class Teacher

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Essential requirements:

Qualifications and experience

- Qualified Teacher Status
- Degree qualification
- An excellent class teacher
- Experience teaching in the primary phase

Skills, knowledge and abilities

- Promote the school's aims positively.
- Able to establish good working relationships with pupils and act as a role model.
- Develop good personal relationships with a team.
- Communicate effectively (both orally and in writing) to a variety of audiences.



- Create a happy, challenging and effective learning
- Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Understanding of the theory and practice of providing effectively for the individual needs of all children (e.g., classroom organisation and learning strategies).
- Knowledge of Primary curriculum. Understanding of monitoring, assessment, recording and reporting of pupils' progress.
- Awareness of the positive links necessary within school and with all its stakeholders. Understanding of effective teaching and learning styles.
- Understanding of effective procedures for managing and promoting positive behaviour among pupils.

Personal qualities

- To have commitment and enthusiasm to the school and children's learning.
- To have a good sense of humour and patience.
- To be a reflective practitioner.
- Willingness to undertake appropriate training.
- Committed to safeguarding practises and principles.
- Committed to inclusion and equal opportunities for all