

WAINGROVES PRIMARY SCHOOL
Class Teacher Job Description



Job Title: Reception Teacher - Full time

Purpose of the Role:

The Reception Teacher will deliver high-quality teaching and learning within the Early Years Foundation Stage (EYFS), ensuring that all children make strong progress from their starting points. The postholder will create a nurturing, stimulating, and inclusive environment that supports children's development across all areas of learning.

The Reception Teacher will lead PSHE and RE throughout the school.

Responsible to: EYFS Lead and Headteacher

Specific Responsibilities

The following are taken from the Teachers Standards – September 2012:

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Key Responsibilities

Teaching & Learning

- Plan and deliver a broad, balanced, and engaging EYFS curriculum in line with the EYFS Statutory Framework.
- Provide a rich learning environment with high-quality continuous provision indoors and outdoors.
- Use a balance of child-initiated and adult-led learning to support progress.
- Promote the Characteristics of Effective Learning through purposeful play.
- Deliver high-quality phonics teaching using Phonics Bug.

Assessment & Progress

- Carry out ongoing observations and assessments to inform planning.
- Track children's progress using school systems and identify next steps.
- Complete the EYFS Profile for each child at the end of Reception.
- Use assessment information to adapt teaching and provide targeted support.

Safeguarding & Welfare

- Ensure the safety, wellbeing, and safeguarding of all children at all times.
- Follow school policies and statutory safeguarding procedures.
- Maintain a clean, safe, and organised learning environment.

Behaviour & Relationships

- Build warm, positive relationships with children and families.
- Promote positive behaviour and emotional regulation through modelling and guidance.
- Support children's personal, social, and emotional development.

Professional Responsibilities

- Work collaboratively with the EYFS team, SENCO, parents and the wider staff.
- Attend staff meetings, training, and INSET days.
- Contribute to school improvement and EYFS development.
- Communicate effectively with parents through meetings, reports, and informal updates.

Person Specification

Qualifications & Experience

- Qualified Teacher Status (QTS) – essential.
- Experience teaching in EYFS, including during training.
- Strong understanding of child development and early learning.

Knowledge & Skills

- Secure knowledge of the EYFS Statutory Framework and Development Matters.
- Ability to plan high-quality continuous provision.
- Strong phonics knowledge and ability to deliver systematic phonics teaching
- Have a knowledge of the National Curriculum as part of your subject leader responsibilities.
- Ability to observe, assess, and record children's learning effectively
- Excellent communication and interpersonal skills

Personal Qualities

- Warm, kind, nurturing, and child-centred approach.
- Creative, enthusiastic, and committed to early years education.
- Reflective practitioner who is open to feedback and professional development.

- Strong organisational skills and ability to work under pressure.
- Commitment to safeguarding and inclusion.

Additional Expectations

- Participate in school events, open days, and parent workshops.
- Contribute to the development of the EYFS environment and resources.
- Support children with SEND through differentiated provision and collaboration with specialists.
- Uphold the school's values, ethos, and behaviour expectations.

Additional Duties

Any other duty deemed reasonable, as directed by the Headteacher.

Review of Performance

Appraisal reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we embrace the notion of 'continuous improvement'.

Code of Conduct

The school expects all staff to ensure that their standards of conduct are, at all times, compliant with school policies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.