

Job Description

Job Title	Reception / Year 1 Teacher
Grade	Main Pay Scale
Responsible To	Head of School
Staff Managed	None
Job Family	Teaching
Job Purpose	The successful candidate will be expected to carry out the duties of a teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions, and to carry out other such associated duties as are reasonably assigned by the Head of School.
Accountabilities /Key Responsibilities	
Professional Responsibilities	<ul style="list-style-type: none"> ● Implement and deliver an appropriately broad, balanced and relevant curriculum for pupils, incorporating the areas of learning for Early Years Foundation Stage in line with the policies of the school. ● Facilitate, support and monitor the overall progress and development of Reception/ Year 1 pupils. ● Prepare and implement support plans for individual pupils. ● Foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential ● Share in the development and review of the curriculum, teaching materials, methods of teaching and assessment in collaboration with the wider team. ● Support and contribute to the school's responsibility for safeguarding children
Responsible for	<ul style="list-style-type: none"> ● Closely liaise with parents and guardians, professionals within Reception/ Year 1 and the wider school, including fellow staff and colleagues from external agencies (for example, specialist teachers, health professionals and social workers). ● Motivate children's learning, both indoors and outdoors, encouraging learning through experience ● Ensure the smooth transition between Nursery and Reception and Reception to Year 1. ● Planning assessment and delivery of our RWInc Phonics programme from Pre-School to Year 2
Duties	<ul style="list-style-type: none"> ● Teach all areas of the foundation stage curriculum ● Plan, prepare and evaluate all aspects of Reception/ Year 1 provision ● Provide pastoral care and support to children and providing them with a secure environment in which to learn ● Develop and produce visual aids and teaching resources ● Organise learning materials and resources, making imaginative use of resources ● Assist with the development of children's personal/social and language abilities ● Support the development of children's basic skills, including physical coordination, speech and communication ● Encourage children's mathematical and creative development through stories, songs, games, drawing and imaginative play ● Develop children's curiosity and knowledge ● Share knowledge gained with other practitioners and parents ● Observe, assess and record each child's progress and prepare reports for external agencies ● Attend in-service training

	<ul style="list-style-type: none"> ● Ensure the health and safety of children and staff is maintained during all activities. ● Keep up to date with changes in the curriculum and developments in best practice ● Be adaptable and flexible
Safeguarding	<ul style="list-style-type: none"> ● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate ● Know about data protection issues in the context of your role. ● Maintain confidentiality as appropriate ● Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Reception / Year 1 Teacher
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Responsible To	Head of School
Staff Managed	None
Job Family	Teaching
Qualifications & Experience	<ul style="list-style-type: none"> • Qualified to degree level including Qualified Teacher Status • Early Years / Year 1 training • To have teaching experience of children under 5 and an understanding of transition from Nursery to Reception and Reception to Year 1
Professional Knowledge and Experience	<ul style="list-style-type: none"> • Excellent Practitioner with a thorough understanding of Reception/ Year 1 and a commitment to the highest standards of teaching and learning • A clear understanding of how young children learn and the ability to plan for effective and high quality teaching and learning. • An understanding of the principles and practices of observations, assessment and planning and how these can be used effectively to maximise pupil progress for all groups of children • To have experience and understanding of working with children with SEND • The ability to meet all children's needs to ensure every child makes good progress. • To be able to manage behaviour effectively using a range of positive strategies • Experience of planning and organising an enabling learning environment inside and outside • A positive approach to the outdoors and the ability to use the outdoor environment to support children across all areas of learning • To lead by example through consistently high quality practice in all areas • The ability to maintain professional and positive relationships with children, staff, parents and external agencies • A clear understanding of how to teach phonics. • To have recent experience of delivering Read Write Inc. • An understanding of how to adapt learning to provide appropriate levels of challenge so that all pupils make good progress • The ability to use assessment information effectively to plan next steps for all children. • To work collaboratively and supportively with colleagues within EYFS, the wider school, and Trust Schools. • To be committed to continual personal and professional development. To be reflective and learn from past experiences • To be committed to equality, diversity and the inclusion of all • To be able to communicate clearly both orally and in writing
Personal Characteristics	<ul style="list-style-type: none"> • Be reliable with a high degree of integrity • Possess excellent interpersonal skills and be able to form effective working relationships • Be well-organised, enthusiastic, energetic and flexible • Be resilient and demonstrate the ability to work under pressure. • Manage time effectively • Value and respect the views of children • Self-motivated and able to take initiative and responsibility • Demonstrate a willingness to learn with and from colleagues • Be proactive in maintaining own professional development and willing to seek help from others when needed • A commitment to take part in all aspects of the life of the School, including meetings, training, special events and other activities as required • Adhere to the School's code of conduct