



St John Fisher Catholic Primary School

Job Description: Reception Class Teacher

Main Duties & Responsibilities

General Duties

- Play an active and purposeful role in the progress, wellbeing and development of all children in the EYFS, drawing on proven expertise to make an immediate and sustained impact
- Implement the school's EYFS curriculum and schemes of work with confidence and creativity, upholding all policies and procedures, particularly those relating to safeguarding
- Contribute positively to staff meetings, INSET days, parents' evenings and school events
- Support subject and phase leads, contributing to a culture of high expectations through the quality of your environment, displays and professional conduct
- Take ongoing ownership of your professional development, deepening expertise in EYFS pedagogy, phonics and early literacy and mathematics
- Build strong, professional working relationships across the school community, modelling high standards at all times
- Participate fully in the school's appraisal and performance management processes

Planning

- Develop and implement EYFS schemes of work and lesson sequences that reflect our high expectations and draw on your proven knowledge of what works in Early Years
- Plan with clear objectives, ambitious challenge and precise adaptation for all learners, informed by thorough assessment and a secure understanding of child development
- Set high, evidence-based targets for children's progress, using prior attainment data and your own professional expertise to drive forward outcomes
- Ensure planning gives systematic synthetic phonics, early writing and rich language development the prominence and rigour they deserve, from the very first week of Reception
- Plan early mathematics with equal intentionality: building conceptual understanding, fluency and early problem-solving from the outset
- Identify children with SEND and those needing additional support, planning ambitiously to close gaps and accelerate progress
- Design and plan the indoor and outdoor learning environment with the same deliberate purpose as any lesson

Teaching

- Deliver a broad, ambitious and highly engaging EYFS curriculum that builds purposefully on children's prior knowledge and experience
- Teach systematic synthetic phonics with precision, consistency and energy, following the school's adopted programme with expert fidelity
- Prioritise early writing as a daily non-negotiable: develop children's mark-making, oral composition and growing technical accuracy from the very start of Reception, with results to match
- Teach mathematics confidently and joyfully, building fluency, reasoning and early problem-solving with a demonstrable track record of strong outcomes
- Deliver all teaching with pace, dynamism and clear purpose, ensuring every moment in the classroom counts
- Track and monitor children's progress rigorously in line with EYFS framework requirements and school expectations; use data actively to drive improvement
- Plan and resource continuous provision with the same rigour and intent as any direct teaching session, every area purposeful, every resource chosen for a reason
- Use play as a vehicle for learning, not a break from it, observing, interacting and extending children's thinking in the moment to drive progress

Managing Pupils

- Maintain consistently high expectations of behaviour rooted in warmth, respect and confident, experienced classroom management
- Manage behaviour calmly, fairly and without hesitation, in line with the school's Behaviour Policy, seeking support where appropriate
- Create a learning environment in which children feel simultaneously safe, valued and challenged to do their very best
- Deploy a wide repertoire of teaching approaches: questioning, storytelling, exploration, purposeful play, to ensure all children are fully engaged
- Ensure every child works at the edge of their capability and that no learning time is lost

EYFS-Specific Responsibilities

- Work in close and productive partnership with EYFS colleagues, support staff and the nursery to ensure seamless transitions and genuine continuity
- Build warm, professional and trusting relationships with parents and carers from the very start, recognising them as children's first educators
- Complete the Early Years Profile and all statutory assessment requirements with precision and rigour
- Champion the importance of EYFS as the foundation for all future learning, actively sharing your expertise with colleagues and support staff

Points of Reference

- EYFS Statutory Framework
- School Mission Statement and Catholic ethos
- School Development Plan and EYFS Action Plan
- Whole-school and curriculum policies (Phonics, Writing, Mathematics, Behaviour)
- Pope Francis Multi Academy Company policies and guidance

Review of Duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.