



RECEPTION CLASSROOM TEACHER

Teacher (M3 – M6)

**Part Time – 0.8, Fixed Term (to be reviewed
Summer Term 2027)**

To start September 2026

Unlocking Potential - Empowering Every Child to Thrive





Job Description – Classroom Teacher

Title of Post	Reception Classroom Teacher
Post Status	Part Time – 0.8 FTE, Fixed Term (to be reviewed Summer 2027)
Salary/TLR/ Allowance	Teacher Main Pay Scale (M3 – M6)
Reporting to	Executive Headteacher

Main Purpose

To fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions and meet the expectations as set out in the Teachers' Standards.

Duties & Responsibilities

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment;
- Adapt teaching to respond to the strengths and needs of pupils;
- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Participate in arrangements for preparing pupils for external tests;
- Work in a year team and Key Stage team to develop, monitor and evaluate the school development plan;
- Create a stimulating and safe learning environment;
- Inform parents of children's progress through formal and informal parent consultations and an annual report;
- Take part in CPD as appropriate to the role;
- Undertake duties and tasks under the reasonable direction of the Head teacher;
- Lead a core curriculum area.

Subject Co-ordination

In order to carry out this responsibility the post holder should:

- Become sufficiently expert to advise staff;
- Scrutinise subject work throughout school on a half termly basis (at least);
- Monitor the teaching and learning in the subject throughout school and feedback to teachers;
- Work with the SLT to analyse whole school data;
- Develop and implement subject policy, plans, targets and practices;
- Provide those who teach the subject with support, where appropriate;
- Keep abreast of new developments through reading and attending appropriate courses and research best practice within other schools;

- Action plan for the subject area, developing priorities for improvement and driving this forward;
- Plan and organise enrichment linked to your subject, curriculum days, visitors, trips, clubs etc;
- Ensure the subject is a priority within a broad and balanced curriculum and promoted to parents via PR;
- Be responsible for a curriculum area of display.

Whole-School Organisation, Strategy & Development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision;
- Make a positive contribution to the wider life and ethos of the school;
- Be willing to lead extra-curricular activity and attend some school events;
- Work with others on curriculum and pupil development to secure coordinated outcomes.

Health, Safety & Discipline

- Promote the safety, safeguarding and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Communication

- Communicate effectively with pupils, parents and carers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



Person Specification

Criteria	Essential	Desirable
Qualifications, experience and training	<ul style="list-style-type: none"> • Qualified teacher status. • Evidence of relevant training. 	
Knowledge and understanding	<ul style="list-style-type: none"> • A thorough knowledge of the National Curriculum. • An understanding of current research into teaching and learning. • Understanding of behaviour strategies and restorative conversations. • An understanding of the target setting process. • Understanding of SEND framework and inclusive teaching strategies. 	<ul style="list-style-type: none"> • Experience teaching in EYFS.
The Classroom	<ul style="list-style-type: none"> • Have creative and effective learning and teaching styles to engage, motivate and enable children to progress. • Be well organised and have the ability to manage a classroom where children are independent and motivated. • Be able to adapt lessons effectively to cater for the needs of all children within the class and to challenge all children appropriately. • Ensure work is planned to a high standard and regular assessment plays an integral part in moving children forward • Encourage parents and carers to work co-operatively with the school and involve them in their children's education 	<ul style="list-style-type: none"> • Specialist curriculum knowledge for leading a subject.

Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Good/outstanding classroom teacher; • Ability to manage time effectively; • High level of literacy, numeracy, ICT and communication skills; • Be able to create and maintain effective partnerships with staff, parents/carers, children and the wider school community; • Have excellent communication and interpersonal skills; • Be approachable, flexible and committed to our school ethos and values and wider life of the school. 	<ul style="list-style-type: none"> • Share talents and hobbies in extra-curricular activities and play an active part in the wider life of school.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and passionate about teaching • Sets high standards for themselves and their students • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Is able to organise and meet deadlines • Is able to work under pressure • Has ambition • Has the capacity to evaluate own performance and strive for excellence • Ability to research, disseminate and deliver innovative approaches to teaching and learning • A genuine belief and alignment with Much Wenlock's values and ethos. 	<ul style="list-style-type: none"> • Has a positive outlook and inspires others • Has emotional intelligence and resilience • Is a self-reflective person.
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check • Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> •

Application & Appointment Process

School Tours:

If you would like to join us for a school tour, there is no need to book; Please just arrive at Reception on either of the following dates and times:

- **Tuesday 14th April @ 4.00pm**
- **Monday 20th April @ 4.00pm**

Closing date for applications: Thursday 24th April, 12 noon.

Interviews will take place W/C 27th April 2026.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK, an online check and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate ID documents to initiate the DBS application process**, should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust and school website <https://muchwenlockprimary.com/home/key-info/policies>

In line with KCSiE the Trust may carry out an online search on shortlisted candidates as part of our safer recruitment process.