



Rusper Primary School, Rusper, Horsham, West Sussex, RH12 4PR

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Headteacher: Nick Avey (BEd Hons)

Together we learn, together we succeed

Job Description – Reception Teacher

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, and the Professional Standards for Qualified Teacher Status.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

Main purpose of the job:

Take specific responsibility for day to day management of planning, teaching and learning within the EYFS and Year 1
Be an excellent classroom practitioner; working in accordance with the school's policies, under the direction of the Headteacher of Rusper Primary School

Have a positive impact on educational progress

Secure progress of every child including those with SEND, PP and more able pupils

Areas of Responsibility and Key Tasks:

A) Planning, Teaching and Class Management

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Planning and resourcing continuous provision and adult focused activities to support learning in the Early Years Foundation Stage
- Taking account of pupils' needs by providing structured learning opportunities which develop the areas of learning identified in national and local policies and particularly the foundations for literacy and numeracy
- Encouraging pupils to think and talk about their learning, develop self-control and independence, work collaboratively, concentrate and persevere, and listen attentively
- Using a variety of teaching strategies, which involve planned adult intervention, first-hand experience and talk as a vehicle for learning
- Assess, record and report on development, progress and attainment for every pupil in the class
- Use and develop assessment processes/ systems to ensure they are fit for purpose
- Keep records and reports on personal and social needs of pupils
- Communicate and consult with parents evaluating own teaching critically to improve effectiveness;
- Ensuring the effective and efficient deployment of classroom support
- Maintain resources in the classroom/outside learning environment ensuring they are kept up to date, accessible and support learning.

B) Monitoring, Assessment, Recording, Reporting

- Monitor pupils' work and set next step targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving

- Undertake assessment of students as requested by examination bodies, departmental and school procedures
- Prepare and present informative reports to parents
- Collect and maintain an evidence file to support judgements about pupils' learning
- Measure the impact of intervention strategies on individual children's progress.

C) Curriculum Development

- contribute to the whole school's planning activities
- contribute to key areas of school development in line with the School Improvement Plan

D) Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to develop as learners and meet high expectations
- Contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, extra-curricular and pastoral functions of the school
- Take part in marketing and liaison activities such as Open Evenings, Parents Evenings and events with partner schools
- Organise and run transition sessions for prospective new entrants into the school
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors
- Support the aims and ethos of the schools as set out in the values, vision and mission statement.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.