



St John the Divine Primary School

CLASS TEACHER - Reception

Job Description

Responsible to: The Head Teacher

Salary: Inner London Pay Scale

General Duties

The education and welfare of a group of students in accordance with the requirements of the “Conditions of Employment of School Teachers” having due regard to the requirements of the National Curriculum. To uphold the school’s aims, objectives and schemes of work and any agreed and established school policies. To share in the corporate responsibility for the well-being and discipline of all students.

To provide excellent opportunities for the development of Reception age pupils. To ensure care and maintenance of a safe and stimulating learning environment. To establish and maintain positive relations with pupils, parents and the wider school community.

Purpose of job

- To be an effective and reflective classroom teacher able to demonstrate and share good practice.
- To plan and prepare lessons with regard to individual need, with reference to school policies, national requirements and local policies.

Main Duties and Responsibilities

- To ensure the maintenance of good order and discipline among all students and safeguard their Health and Safety, both on school premises and when they are engaged in authorised activities elsewhere.
- To provide professional leadership and direction within own curriculum area by acting as a good role model
- To ensure that own practice and that of other staff in own area of responsibility improves the quality of education and raises standards through monitoring of teaching and learning.
- To co-ordinate assessment and record keeping procedures in our class and reporting on student’s attainment and progress.
- To prepare for and lead staff meetings where appropriate
- To work with Senior Management Team and the inclusion team, ensuring that the needs of all children are met.
- To prepare displays, prepare assemblies, organise and lead parents meetings as appropriate to promote understanding and development of own area.

- To keep abreast of current good practice through reading, attending courses, evaluating materials, resources and ideas and visiting schools.
- To manage, where relevant, own budget effectively and efficiently ensuring that financial regulations are adhered to.
- To manage and organise non-teaching staff.
- To establish a partnership with parents involving them in their child's learning through regular communication, after school clubs, workshops and homework etc.
- To be responsible for creating a stimulating environment in which students reach their full potential.
- To be responsible for writing annual reports on the students assigned to you.
- To be able to work effectively and co-operatively within a multi-disciplinary team.
- To be aware of the school's and the local Education Authority's Equal Opportunity Policy, ensuring that all children have full access in order to maximise their achievement and minimise inequality.

This job description may be amended at any time after discussion with you but in any case it will be reviewed one year after appointment.

Accountability;

- Teachers are responsible to the Headteacher and, in her absence or on her behalf, the Deputy Head Teacher.
- Teachers are accountable to parents/carers and are in loco parentis when engaged in authorised school activities.
- Teachers are responsible for the curriculum they provide which should reflect school and local education policy and Government legislation.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Health and Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.