

JOB DESCRIPTION

HOLY TRINITY CHURCH OF ENGLAND ACADEMY

Job Title: Reception teacher 5 days permanent

Grade/Salary Range: Main scale or UPS

JOB PURPOSE

To undertake the professional duties of a teacher as outlined in the national teachers' standards (2012). With teaching responsibility in reception, although you may be directed by the headteacher to teach any year group if the necessity arose.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Senior Management Team and ultimately the Headteacher.

MAIN DUTIES AND RESPONSIBILITIES

The main duties of a teacher shall include:-

- taking responsibility on a day to day basis for the academic, social, moral and ethical development of a class or classes of children as designated by the Headteacher
- planning and organising work for the class within the school's curriculum guidance and Policy for Teaching and Learning
- using and adhering to the planning format used at the school
- providing a disciplined and structured environment in which a child can develop a sense of independence and self confidence
- creating a stimulating learning environment
- maintaining careful records of the individual child's progress in accordance with school policy (e.g. regularly marking books, participating in moderation, target setting, writing My Plans, report writing).
- working with colleagues as part of a team
- attending staff meetings.
- taking part in after school parent-teacher meetings/functions
- participating in duty rosters for playground duty and leading assemblies.
- participating in arrangements made for the appraisal of his/her performance and that of other teachers
- performing from time to time any duties that may reasonably be assigned to him/her by the Headteacher
- be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Adhere to all agreed school policies and practice

In particular, the context of this post:

- Taking necessary steps to maintain a productive working relationship with any teaching assistants, including allocating adequate time for communication and shared planning.