



## Carlton Miniott Primary Academy Job Description

**Name:**

**Job Title:** Reception teacher

**Responsible to:** Mrs L.Mallett (F/KS1 leader)

**Responsible for:** Classroom TAs

**Job Purpose:** To promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual.

### **Employment Duties**

To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document 2018, having due regard to the school's aims, objectives, schemes of work, any policies of the Governing Body and the requirements of the National Curriculum. To share in the corporate responsibility for the pastoral care and discipline of all pupils.

### **Teaching & Assessment**

- To teach and implement the National Curriculum in accordance with the school's aims and objectives and the Long Term Curriculum Plan.
- To plan lessons and sequences of lessons to meet pupils' individual learning needs
- To use appropriate teaching and classroom strategies to motivate pupils and enable each to progress.
- Use information about prior attainment to set well –grounded expectations for pupils and monitor progress to give clear and constructive feedback.

### **Pupils' Progress**

- Ensure that pupils achieve well relative to their prior attainment, making progress as good as or better than similar pupils nationally.
- To keep a record of marks and grades in relevant national tests or school based assessment to demonstrate progress.

### **Professional Development**

- Take responsibility for own professional development and use outcomes to improve own teaching and pupils' learning.
- Develop and maintain an up-to-date knowledge and understanding of the areas of teaching and pupil support for which the postholder is responsible.
- Make an active contribution to the policies and aspirations of the school

**Classroom Management**

- To provide a welcoming, pleasant and stimulating environment.
- To manage Teaching Assistants, HTLAs, students and other adults working in your classroom.
- To organise classroom resources in an efficient and tidy way so that they are easily accessible for the children and promote independent learning.
- To ensure that the classroom and shared areas are left clean and tidy, enabling cleaning staff to carry out their duties.
- To ensure that all equipment, including books are suitable for purpose and that broken equipment is replaced or repaired.
- Provide medium and short term plans for the subjects which you teach.
- Mark work done by children in accordance with the marking policy, assess progress and complete records and reports as necessary.
- To use school resources in a careful, economical and fair manner.
- To work towards tension free, positive class discipline in which children work well and behave in an appropriate manner.
- To expect appropriate high standards of work, presentation and behaviour.
- To implement and maintain the Behaviour Policy of the school.

**General Responsibilities.**

- To supervise children on a rota basis during break times
- To attend and participate in assemblies when required.
- To liaise with parents/carers and outside agencies in the day to day running of the school, equal opportunities, behaviour and directed hours
- Be involved in a Performance Management review as part of the Performance Management structure.

**Signed.....Teacher**

**Date.....**

**Signed.....Headteacher**

**Date.....**