



**Kingshott**

## **Job Description**

### **Reception Teacher**

#### **1. The Position:**

The post holder will work as a teacher in the Pre-Prep.

#### **2. Expectations:**

- To support the ethos of the school and work in accordance with its declared aims and policies.
- Maintain high expectations and standards in children's behaviour and learning.
- To safeguard, at all times, the health and safety of all within the school.
- To maintain high standards of time keeping.
- To participate in meetings reasonably arranged for any purpose relevant to the teacher's professional duties.
- To participate in Continuous Professional Development including Staff Appraisal.
- To support the extra-curricular life of the school where appropriate.

#### **3. Qualification:**

- A full and relevant Level 6 qualification for EYFS, to include Qualified Teacher Status.

#### **4. General areas of responsibility:**

- Planning and delivering teacher directed activities to meet the needs of groups/individual pupils.
- Organising and planning child led activities.
- Preparing the classroom for lessons.
- Preparing the outside classroom.
- Creating indoor and outdoor areas which promote learning across all EYFS learning areas.
- Keeping observations and records of pupil's achievements and next steps.
- Overseeing EYFS learning and contributing to journals.
- Managing Teaching Assistants to effectively promote learning.
- Ensure adequate supervision of pupils within EYFS statutory requirements.
- Helping with the preparation of resources.
- Tidying up and keeping the classroom in good order.
- Creating displays of pupil's work.
- Attendance at weekly staff meeting.
- Attendance at parents' meetings, as required by the Head of Pre-Prep.

## **5. Key attributes and skills**

- Organised
- Reliable
- Dependable
- Positive
- Honest
- Team player
- Nurturer