



## Cumnor House School for Boys

### Reception Teacher

### Job Description

**Post held:** Reception Teacher

**Responsible to:** Head of Pre-Prep and Headmaster

**Liaises with:** Head of EYFS and Head of Pre-Prep

#### **Main purpose of job:**

To be responsible for a Reception class of boys, to teach the EYFS and all National Curriculum subjects.

To enable young children to make good progress in their learning by building upon the skills they have when they join the school in the Reception class.

To assist all pupils to develop emotional security, self-belief and mature social skills.

To assist all children to develop a love of learning and an excitement about coming to school each day.

#### **Main duties and responsibilities:**

##### **Planning, Teaching and Class Management**

*Planning rich and stimulating learning activities that achieve excellent progression in pupils' understanding by:*

Identifying clear learning objectives and learning content, appropriate to the subject matter and the pupils being taught.

Setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.

Setting clear targets for pupils' learning that build on prior attainment.

Identifying pupils who: - have special educational needs, are high attainers and are not yet fluent in English.

Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding.

Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils' attention and lead to independent exploration.

Make effective use of assessment information on pupils' attainment and progress when teaching and in planning future learning. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.

Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.

Establish a safe, clean and secure learning environment which promotes pupils' confidence.

Select and make good use of ICT and other learning resources which enable learning objectives to be met.

Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life'.

Evaluate your own teaching critically and use this to improve your effectiveness.

### **Monitoring, assessment, recording, reporting and accountability.**

Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching and learning.

Maintain good organisation and accurate pupil assessments so that they offer a clear record of pupils' progress.

Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.

Understand the expected demands of pupils in relation to the EYFS.

Report pupil progress against Early Learning Goals to the Head of EYFS and the SLT.

Submit EYFS Profile data in a robust and timely manner.

### **Curriculum Development**

Have lead responsibility for a subject(s) or aspect of the School's work and develop plans, according to your specialisms, which identify clear targets and success criteria for its development.

Contribute to the whole School's planning activities and long term curriculum map.

### **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.

### **As a Form Tutor**

To be responsible for a form of boys.

Register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.

To be responsible for the pastoral care of pupils and teach the PSHE Scheme of Work.

To make records of, and reports on, the personal and social needs of pupils.

Help and promote the House system.

Endeavour to give every child the opportunity to reach their potential and meet high expectations.

To plan, supervise and assist with off-site day trips.

### **As a member of Staff at Cumnor House School**

To undertake break and lunch duties as required.

To undertake an appropriate share of the collective staff responsibility and to cover for absent colleagues when required.

To actively contribute to the School's extra-curricular programme according to the needs of the school and own personal interests and expertise.

To help with, and attend, other school activities such as plays, concerts and parents' events.

To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.

To take responsibility for own professional development and duties in relation to school policies and practices.

To liaise with the SENCo, or other support staff, regarding any children with specific needs.

As required, liaise with parents and other schools/agencies involved.

To liaise effectively with parents.

To attend external training courses and school 'Inset' days as required.

To participate fully in arrangements for classroom observations and the appraisal of staff.

To take such part as may be required in the review development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

To participate in administrative and organisational tasks including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials, when appropriate.

### **As a member of staff at Cumnor House School**

Support whole school traditions and the Cumnor House ethos.

Attend school special says and events as required.

Take part in marketing and liaison activities such as Open Days, parents' consultations.

Uphold standards laid down by the Headmaster with regard to staff dress and discipline as set out in the Staff Handbook.