



West Jesmond Primary School

JOB DESCRIPTION RECEPTION CLASS TEACHER

POST TITLE:	Class Teacher
PAYSCALE:	Main Payscale M1-6
RESPONSIBLE TO:	Director of EYFS, Assistant Head, Deputy Head and Head of School
RESPONSIBLE FOR:	Teaching and learning of Reception Class.
JOB PURPOSE:	To fulfill all the duties of a teacher as described in the School Teachers' Pay and Conditions Document

MAIN RESPONSIBILITIES:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Planning and Preparation

The Class Teacher should:

- a) Plan and prepare work according to School policies and EYFS curriculum and assessment guidelines.
- b) Teach a broad based and balanced curriculum.
- c) Create an effective learning environment via resources and displays.
- d) Cater for the different needs and abilities of pupils.
- e) Plan and operate on a daily, weekly and termly basis as a member of the year group.

- f) Provide for equal opportunities.
- g) Complete all required assessment and reporting duties as required by the school.

Classroom Management

The Class teacher should:

- a) Create a stimulating environment conducive to learning.
- b) Have responsibility for the organisation and maintenance of resources.
- c) Group children on a flexible basis.
- d) Maintain a good working relationship with pupils, parents and other staff within the School and the City.
- e) Liaise with parents and other professionals when necessary.
- f) Ensure good discipline through a range of strategies that are consistent, fair and understood within a positive framework.
- g) Promote a supportive and caring environment.
- h) Have the highest expectations of pupil achievement and behaviour.
- i) Keep up to date with current educational developments.

Record-keeping and Assessment

The class teacher should:

- a) Systematically record pupil performance according to EYFS curriculum and assessment guidelines as well as school policies.
- b) Keep on-going supplementary records regarding pupils (reading, physical development etc.) using Tapestry.

