



# Grange Farm Primary School

## Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Reception Teacher
Grade / Pay Scale:	TMS/UPS (dependent upon experience)
Line Manager:	Headteacher

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### Overall Purpose

To meet the requirements of:

- A teacher as set out in the Teachers Pay and Conditions Document (available for reference from the Headteacher)
- The Professional Standards for Teachers (available for reference from the Headteacher)

### Areas of Responsibility and Key Tasks

#### Teaching and Learning

To contribute to high quality teaching and learning by:

- Ensuring that all children within your class receive their entitlement in accordance with the EYFS Statutory Framework;
- Being fully conversant with and using the EYFS Framework along with all school-based schemes of work, policies and documentation;
- Planning generally over a year and specifically over a half term, including in that planning the deployment of Early Years Teaching Assistants;
- Using a range of teaching and learning strategies to engage and challenge children;
- Appropriately matching teaching and learning to meet the needs of all children;
- Making effective use of ICT and other resources to support teaching and learning;
- Setting home learning tasks for children in your given class according to the school policy;
- Promoting the school's ethos and aims and encouraging a positive attitude to learning;
- Caring for the pastoral needs of pupils within the allocated class and throughout the school;
- Promoting equality of opportunity within the school and to ensure the implementation of the school's Equal Opportunities Policy.

#### Classroom Management and Learning Environment

To establish a safe and secure environment which supports learning by:

- Setting high expectations for children's behaviour and following the schools behaviour policy;
- Building positive and productive relationships with children and staff;
- Ensuring that the classroom/Learning environment is purposeful, stimulating and orderly;
- Organising and providing resources to encourage children to become independent learners.

## Assessment

To monitor and track the attainment and progress of all children by:

- Ensuring ongoing assessment of learning enables children to make progress according to the school's marking and feedback policy;
- Using a range of 'Assessment for Learning' strategies to inform teaching and learning;
- Conducting assessments in the core subjects and using the outcomes of these to plan future provision for individuals and groups of children;
- Contributing to the school's system of assessment;
- Using assessment information to inform intervention programs;
- Providing informative feedback to parents/carers;
- Producing an annual report for parents/carers to inform them about their child's attainment and progress

## Professional Development

To develop professional practice by:

- Regularly reviewing and evaluating personal practice;
- Attending and contributing to staff meetings and discussions in order to ensure coherent planning and curriculum delivery;
- Actively participating in the school's Professional Growth Model (Performance Management) and school improvement planning processes;
- Leading and managing at least one subject area across the whole school;
- Maintaining a professional and positive approach to whole school and personal development.

## Safeguarding

- To be accountable for promoting and safeguarding the welfare of the children you are responsible for and who you come into contact with.

### Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

### Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

### Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

#### Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

#### Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.