



JOB DESCRIPTION

JOB TITLE	Reception Class Teacher (September 2022)
DEPARTMENT/SECTION	Preparatory School
REPORTS TO	Head of Pre-Prep
RESPONSIBLE TO	Head of the Preparatory School
RESPONSIBLE FOR	Reception Class (16 pupils)

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS)
- Complete Child Protection Training

Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY

The successful candidate will have an enthusiasm for and experience of EYFS teaching (Reception) and be able to provide the necessary skills to enable pupils of the Preparatory School to make the most of their opportunities.

The successful candidate will lead a curriculum area within the EYFS and contribute to the management of teaching & learning, development and monitoring of curriculum provision, the pastoral care of pupils in his/her care, promoting independence and good behaviour, in accordance with school policies and ensuring that parents are fully involved in their child's learning and development and well-informed about the EYFS curriculum, their child's individual targets, progress and achievement.

KEY DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Establish and maintain a happy, positive and working environment within the classroom
- Plan, prepare and deliver engaging, challenging and enjoyable lessons to assigned classes.
- Ensure that each pupil receives teaching appropriate to his/her age and abilities, and is set appropriate targets to maintain good progress across the curriculum
- Participate in the development of appropriate curricula, materials and schemes of work

- Monitor the progress of each pupil within the framework of the school's monitoring systems, and to report the outcomes appropriately to parents and the Leadership Team
- Mark pupils' work systematically and sensitively, checking their development in accordance with the school's procedures
- Liaise with the head of learning support with regard to any pupils who may be experiencing difficulties and to act in accordance with any specific recommendations

Pastoral

- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact
- Be familiar with the school's health and safety guidance and be responsible for personal health and safety and that of the pupils
- Maintain positive links with parents through regular communication and to alert the deputy head pastoral to any concerns relating to pupil safeguarding or wellbeing
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the school's behaviour policy
- Encourage positive relationships between pupils and to act according to the school's anti-bullying policy and child protection policy
- Maintain up-to-date subject knowledge

Co-Curricular

- Make a positive and proactive contribution to the wider life of the Preparatory School by delivering timetabled Activities and clubs

Other Professional Duties

- Attend all Open Days, Parents' Evenings, Chapel services, School concerts and productions, meetings for new parents/pupils as required by the Head of the Preparatory School
- Participate in the Preparatory School's staff appraisal and monitoring procedure and to undertake INSET as deemed appropriate for professional development.

TEACHER – GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching to inspire pupils.
- Encourage pupils and show enthusiasm in the classroom.
- Mark and acknowledge pupil work, giving appropriate feedback and maintain records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.

- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Use appropriate teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account pupils with learning needs.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable duties assigned to them by the Head of the Preparatory School.
- Attend department meetings and moderation meetings as requested by the Senior Deputy Head of the Preparatory School

CHANGE & ADDITIONAL DUTIES

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the Head of the Preparatory School.