



# St Martin's Preparatory School

## Job Description and Person Specification

### Reception Teacher

#### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

**Post title:**

Reception Class Teacher

**Hours of work:**

Monday-Friday

**Responsible to:**

Head

**Job Role:**

- To provide a high standard of physical, emotional, social and intellectual care for children in place, in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To plan, implement and assess children's learning and development using the school's systems, including online systems such as Dojo
- To build and maintain strong partnerships, working with parents to enable children's needs are met.
- To promote the aims and objectives of the school and maintain its philosophy of education.

**Main Duties & Responsibilities:**

- To effectively deliver the requirement of EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members)
- To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life, using Class Dojo.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise the SLT of any concerns, e.g. over children, parents, the safety of the environment, safeguarding, whistle-blowing, preserving confidentiality as necessary.
- To be involved in out of working hours' activities, e.g. training, monthly staff meetings, summer fair, etc.

	<ul style="list-style-type: none"> <li>• To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.</li> <li>• To work alongside the SLT and staff team to ensure that the setting and school's philosophy is fulfilled.</li> <li>• To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including government documentation (e.g. KCSIE, WT, etc.)</li> <li>• To develop your role within the team, especially with regard to being a key person</li> <li>• To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job, adhering to GDPR.</li> <li>• To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</li> <li>• To support assistants, students and volunteers.</li> <li>• To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</li> <li>• To undertake and lead on additional responsibilities should such arise.</li> <li>• To ensure that school policies are reflected in daily practice.</li> <li>• To liaise with outside agencies when appropriate e.g. Educational Psychologist, where necessary.</li> <li>• To support the Headteacher and Senior Leadership Team in promoting the ethos of the school.</li> <li>• To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.</li> <li>• To promote the British Values, including equality and to treat everyone with fairness and dignity.</li> <li>• To recognise Health and Safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school specific procedures / rules that apply to this role.</li> </ul>
<p><b>Additional Requirements:</b></p>	<ul style="list-style-type: none"> <li>• To engage in Community led activities including our significant extra-curricular programme.</li> <li>• To bring innovation and ideas to help transform the school.</li> <li>• To exemplify the vision, aim, values and ethos of the school through professional and personal behaviours.</li> <li>• Haddon Dene Preparatory School follows safe recruitment procedures and any candidates who are offered the job will be subject to proof of identity, an enhanced DBS check, references and declarations of medical fitness and disqualification by association.</li> </ul>

## Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Factor	Essential	Desirable	Method of assessment
<b>Qualifications, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Degree Level</li> <li>• Experience in Early Years settings</li> <li>• Experience and understanding of implementation of EYFS requirements</li> <li>• Knowledge of strategies for planning implementation and assessment of learning and development</li> <li>• Up to date knowledge of relevant legislation of EY, such as EYFS, SEN, Safeguarding and Childcare</li> </ul>	<ul style="list-style-type: none"> <li>• Experience across primary schools</li> <li>• Paediatric First Aid Certificate</li> <li>• Commitment to further training/study to further widen knowledge base and develop professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Documentation</li> <li>• Interview</li> <li>• References</li> <li>• Observation</li> </ul>
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• The ability to communicate effectively in a verbal and written form to a range of audiences, including using IT based communications</li> <li>• Clear communication skills that demonstrates strong levels of English language skills</li> <li>• Ability to use tracking systems to communicate development with key individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in communications with parents across methods, including online (i.e. using Class Dojo)</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• Observation</li> </ul>
<b>Skills &amp; Aptitudes:</b>	<ul style="list-style-type: none"> <li>• To communicate clearly using various techniques</li> <li>• Strong organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to the extra-curricular aspect of school life</li> <li>• Creativity and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Observation</li> </ul>

	<ul style="list-style-type: none"> <li>• To be able to use effectively a variety of teaching and organisational styles and resources, including ICT</li> <li>• To develop and maintain good professional relationships and contribute positively to school development</li> </ul>		
<b>Disposition:</b>	<ul style="list-style-type: none"> <li>• To be committed to actively support the visions, aims and ethos of the school</li> <li>• To be committed to raising the levels of achievement of children of all abilities</li> <li>• Flexible to change and willing to engage in shared transformation</li> </ul>	<ul style="list-style-type: none"> <li>• Committed to supporting others and sharing good practice and values of the school</li> <li>• A good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> <li>• References</li> <li>• Observations</li> </ul>