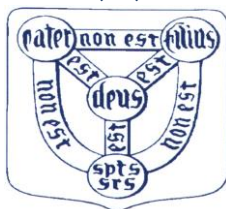


Shellingford CE (A) Primary School



"Inspiring hearts and minds"

EYFS (RECEPTION) TEACHER - JOB DESCRIPTION

Reception Teacher: Permanent (0.4 part-time position)

Salary Scale: Main scale or UPR if post threshold

Subject Leader Responsibility: ** *Subject to negotiation*

The contract terms and duties are those in accordance with the current: *'School Teachers' Pay and Conditions Document 2025'*; *'Conditions of Service for School Teachers in England and Wales' (Burgundy book)*; the *'Diocesan Contract and Conditions of Service'* and the provisions of these documents will apply to the post holder.

All Teachers are expected to work within the stated aims and ethos of the school:

- ✚ In sympathy with the Church status of the school
- ✚ In developing the creative and reflective aspect of children's education
- ✚ In enabling all children to achieve their personal best
- ✚ In providing a stimulating and aesthetically pleasing environment for them to work in

The DfE *Teachers' Standards* define the level of practice at which all qualified teachers are expected to perform from September 2012. Teachers' performance will be assessed against these revised standards as part of the new appraisal arrangements in schools.

Class Teacher

Rationale: To be responsible to the Headteacher for specific teaching duties, responsibilities and teaching tasks in accordance with the agreed policies of the school.

- Using the statutory guidance for the National Curriculum, Early Years Foundation Stage Curriculum together with the school's Curriculum Framework to deliver appropriate lessons
- Promoting the development of the abilities and aptitudes of the pupils
- Planning and preparing topics and lessons, teaching pupils, setting and marking work
- Evaluating, reflecting, assessing, recording and reporting on the development, progress and attainment of pupils
- Identifying SEN and maintaining records in consultation with SENCo
- Communicating and consulting with professional colleagues both outside and within the school
- Communicating and consulting with parents of pupils
- Providing written assessments and reports, including making records on the personal and social needs of pupils
- Maintaining good order and discipline among the pupils and safeguarding their health and safety

Health and Safety

Rationale: to take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any health, safety and welfare concerns with the Headteacher.

Teaching staff:

- Produce health and safety risk assessment guidance and documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities.
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent person.
- Complete risk assessments and review procedures periodically.
- Annually undertake personal training needs analysis.
- Check that pupils are aware of health and safety issues and that these are being continually reinforced.

All employees:

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.
- Report any safeguarding concerns to the Headteacher, as Child Protection Officer.

Subject Leader Responsibility * *subject to negotiation*

Rationale: to be responsible throughout the school for general advice and guidance on agreed subjects through:

- **providing professional leadership and management of a subject ensuring strategic development and direction of that subject**
- **securing high quality teaching and learning**
- **securing effective use and availability of resources (staff and equipment)**
- **improving standards of learning and achievement for all pupils and ensure progress is made**
(National Standards for Subject Leaders)

The job description will be reviewed annually and any changes will be subject to consultation.

Job Specification revised and updated September 2025

Teaching Staff signature:

Headteacher signature:

Date: