

JOB DESCRIPTION

Reception Manager

The Reception Manager will carry out the professional duties of the school teacher and also assist the Headteacher in managing the school in the following ways:-

Teaching Responsibility.

1. The Reception Manager will be an excellent class teacher who keeps up to date with current educational thinking and development.

Pastoral Responsibilities.

1. To encourage and support the Reception staff in their professional duties.
2. To be approachable and be able to discuss problems tactfully and confidentially.
3. To encourage a pleasant atmosphere amongst the staff by being friendly, accessible and sensitive to their needs.
4. To assist in the discipline of the school.
5. To foster good relationships with parents and the school community by welcoming parents into school, attending school functions, talking to prospective parents.
6. To create a good rapport with all the Reception children.
7. To contribute to the induction of new staff in Reception.

Management Responsibilities.

1. To act on behalf of the Reception teachers when making decisions relating to this year group.
2. To attend meetings of the Senior Management Team.

Administrative Responsibilities.

1. To oversee the appropriate spending of class budgets in Reception.

Curriculum Monitoring and Assessment.

1. To maintain an overview of curriculum content and time allocation in the Reception department (termly).
2. To contribute to the monitoring and evaluation of standards in Reception.
3. To ensure continuity and progression between Reception and Year 1.
4. To co-ordinate the parent information letter and meeting regarding the start of school for new pupils in June.
5. To ensure continuity of homework across Reception.
6. To oversee the analysis of Reception assessment data and to ensure appropriate interventions in place for pupils at risk of under achieving.
7. To assist in establishing clear cohort targets for children's learning in Reception (3x yearly).
8. To act as team leader in relation to performance management.

Signed _____

Review date July 2025