



Heath Mount School

JOB SPECIFICATION

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| | | To be read in conjunction with the General information and Person Specification. |
| A | Job Title | Reception Teacher |
| B | Job Outline | To teach in a Reception Class |
| C | Accountable | The Head of Foundation Stage, the Deputy Head of Pre-Prep; thereafter to the Headmaster. |
| D | Responsibilities: | (a) to teach throughout Foundation Stage, but specifically to teach in Reception; (b) Support the ethos of the school and help to maintain the "Climate of Praise" |
| | 1. Subject review and development | (a) plans, provides and evaluates, teaching and learning; (b) with the active participation of the other members of the teaching staff as appropriate, contributes to the development plan for Reception/Foundation Stage. |
| | 2. Curriculum and extra-curricular | (a) plans, enacts and monitors areas of learning within the Foundation Stage, so that all areas of learning have appropriate resources and schemes with clearly identified aims and objectives which are shared with the pupils. (b) adopts and encourages in other members of the teaching team varied methods of teaching and learning, appropriate to the abilities and aspirations of the pupils; (c) provides effective differentiated learning in line with the school's policies; (d) provides comprehensive data for the annual data analysis day |
| | 3. Pupil Assessment, reporting and support | (a) ensures the efficient administration of a programme of pupil assessment and feedback, consistent with the marking policy of the department and with the whole-school assessment policy; (b) ensures that accurate and up to-date records of pupil achievement and attendance are kept within the subject area; (c) participates in all school-wide policies and plays an active role in policy formation; (d) ensures the identification of pupils who are experiencing difficulties and that support and direction is given to them; (e) ensures that records are kept of any serious disciplinary matters or where particular achievement is to be recorded; (f) regularly reviews the schools database to ensure that current academic information is entered, up to date, and correct; (g) writes reports to parents in accordance with the school's policy on reporting |
| | 4. Additional Pastoral Responsibilities: | (a) undertakes supervisory duties as reasonably directed by the senior managers. |

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| | 5. Finance and Resource Management | <p>(a) orders and allocates materials and equipment as appropriate;</p> <p>(b) advises the Head of Foundation Stage and Deputy Head of Pre-Prep on the resource and accommodation requirements of the subject area;</p> <p>(c) provides subject area statistics as required for governing bodies, outside agencies etc.;</p> <p>(d) maintains an up-to-date inventory of equipment and resources in the subject area;</p> <p>(e) ensures, as far as possible, that the department's equipment and resources provided for the use of the subject area are maintained in good order and that the rooms allocated for use are cared for;</p> <p>(f) offers an attractive and educationally-stimulating environment for pupils</p> |
| | 6. Personal | <p>(a) takes part in the school's Review and Development programme;</p> <p>(b) identifies and attends in-service courses to further professional knowledge and skills;</p> <p>(c) contributes to the support, career development, professional development and training of members of the teaching staff, especially arising out of peer observation and review;</p> <p>(d) ensures adherence to school's policy regarding relevant health and safety regulations in the subject area</p> |
| | 7. Liaison within and outside school | <p>(a) ensures the preparation of up to-date and appropriate liaison and publicity material;</p> <p>(b) shares responsibility for publicity and recruitment events as appropriate as directed by the Headmaster (e.g. Open Day);</p> <p>(c) promotes an awareness of equal opportunities and policies on other cross-school matters;</p> <p>(d) attends parents' evenings and other school events as reasonably requested by the Headmaster;</p> <p>(e) attends staff meetings, including occasional evening meetings, as reasonably requested by the Headmaster;</p> <p>(f) provides cover for absent colleagues as reasonably directed by senior managers.</p> |
| E | Qualifications and Experience | The successful candidate will be a well-qualified graduate with strong literacy and numeracy skills. The successful candidate will have experience specifically in the Early Years Foundation stage |
| F | Working Hours | Teachers are expected to be in their classrooms with enough time to prepare for children entering at 8.30am. The School day finishes at 4.00pm (3.30pm Wednesdays). |
| G | Salary and Conditions | The salary benefits from an outer London weighting and additional allowances are available subject to responsibility and commitment. A staff accommodation allowance is available to offset housing rental costs in return for help with boarding activities |

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| H | | The job description and allocation of responsibilities may be amended by agreement from time to time, and following review and development |
| I | | All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust |
| J | | Undertake other duties as reasonably requested by the Headmaster |

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Headmaster in his capacity as the school's Child Protection Officer.