



Hurlingham School

Job Description

Job Title: EYFS, Reception Teacher

Accountable to: Head of Pre-Prep, Deputy Head Pastoral & Operations, Deputy Head Teaching, Learning & Innovation & Head

Role: The responsibilities and duties of the Teacher are as follows:

Planning, Teaching and Classroom Management

1. Work alongside year group colleagues to plan rich and stimulating learning activities that develops the skills and knowledge required by school policies and the EYFS statutory framework
2. Prepare schemes of work and medium term plans appropriate to the needs, interests, experience and existing knowledge of your pupils
3. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
4. Plan exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
5. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those who are neurodiverse, EAL and more able pupils
6. Set clear targets for pupils' learning that build on prior attainment
7. Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils' attention and lead to independent exploration.
8. Provide opportunities for children to use ICT through cross-curricular activities
9. Liaise with specialist subject staff, as appropriate
10. Monitor children's reading and ensure provision of a wide range of appropriate reading material for progression
11. Prepare children's work for displays – maintain a high standard of display in own classroom and, jointly with colleagues, throughout the school
12. Plan opportunities to develop pupils' spiritual, moral, social and cultural development.
13. Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
14. Establish a safe and secure learning environment which promotes pupils' confidence.
15. Provide opportunities to develop pupils' wider understanding by relating their learning to 'real life'.
16. Evaluate your own teaching critically and use this to improve your effectiveness.
17. Establish good working relationships with teaching assistants

Monitoring, Assessment, Recording and Reporting

18. Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching and learning.
19. Maintain good organisation and accurate pupil assessments so that they offer a clear record of pupils' progress.
20. Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents.
21. Understand the expected demands of pupils in relation to the EYFS.
22. Report pupil progress against Early Learning Goals to the Head of EYFS and the SLT.
23. Submit EYFS Profile data in a robust and timely manner.
24. Take part in whole school assessment initiatives to ensure a picture of the attainment and progress of individual children is captured throughout their time at our school
25. Meet with parents formally twice a year, and informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
26. Write reports on each child twice a year, and reports for transfer to other schools if required
27. Liaise with Head of Learning Support to write and review SEND records for specific children
28. Liaise with Deputy Head Teaching, Learning & Innovation to ensure appropriate opportunities are presented which allow the identification and subsequent enrichment of learning for more able pupils
29. Adhere to all school policies and procedures as detailed in the staff handbook, including the practice of confidentiality regarding pupils' records

Professional Development

30. Keep up to date with current statutory requirements, educational thinking and practice, through personal study, attendance at courses and peer observation
31. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning
32. Participate in the termly Appraisal meetings
33. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Pastoral Care

34. Take responsibility for the safety, education and social development of each child in your form
35. Provide a role model for the development of children's social behaviour and attitudes
36. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
37. Implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions
38. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views

39. Build and maintain positive relationships with parents

Other duties and responsibilities

40. Attend staff meetings
41. Carry out duties including playground, lunch, arrival and dismissal supervision
42. Carry out daily EYFS health and safety checks
43. Assist with special events e.g. plays, concerts, school outings, sporting events, clubs
44. Prepare class assemblies and, in conjunction with colleagues the Christmas Show
45. Taking part in events that may be during the evenings or, occasionally, at weekends
46. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Head and Deputy Head Operations and Pastoral Care
47. Have a good working knowledge of whole school policies and aims
48. Comply with procedures relating to confidentiality and data protection
49. Promote the ethos, good name and reputation of the school at all times
50. Be prepared to feel loved, special and important to many young children and their families.

This job description will be reviewed annually and may be subject to amendment at any time by the Head after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Last revised: February 2024