



Job Description		
Job Title	Reception Teacher - Part Time	
Responsible to	Sam Morgan	
Department	Pre-Preparatory	
Purpose of job and primary objectives	<ul style="list-style-type: none">● To teach in a Reception Class for 1.5 days per week (Thursday PM & Friday)● To inspire children with enthusiasm and a love of learning.● To have genuine commitment to provision within a play based curriculum.● To organise classroom and learning resources in order to create a rich and stimulating learning environment where learners are welcome.● To work closely with a partner teacher and the neighbouring teacher in this two form entry year group.● To deliver high quality teaching and learning to pupils within our Reception class in line with the requirements of the EYFS framework.● To liaise closely with the other Year group teachers to ensure the smoothest possible transition	

	<ul style="list-style-type: none">● To communicate and consult effectively with the parents of children. ● To ensure that wide ranges of role play activities are at the very heart of the children's education. ● To ensure the appropriate balance of teacher led and child initiated activities. ● To prepare and develop teaching materials, teaching programmes, methods of teaching and pastoral arrangements. ● To use a range of strategies for teaching and provide a model and guidance for appropriate classroom behaviour. ● To be responsible for the effective management of children and staff, encouraging the children to develop their self-confidence and independence. ● To assess, record and report on the development, progress and attainment of pupils in line with the requirements of the EYFS curriculum. ● Supervise the work of any support staff who are assigned to work within the class. ● To ensure that children's work is valued by managing the provision of good, interactive displays in the classroom.	
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	<ul style="list-style-type: none">• To work co-operatively alongside the Senior Leadership Team.	
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What we are looking for:		
	<p>Key Traits:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● Outstanding classroom practitioner ● Excellent communication skills and effective teamwork skills ● Good organisational and time management skills ● Commitment to safeguarding, professionalism and the maintaining of high expectations of outcomes for our children ● Patience and a good sense of humour 	
	<p>Key Qualifications:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● A relevant degree ● Qualified Teacher Status <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Evidence of recent additional educational qualifications ● Current first aid/paediatric first aid certificate 	
	<p>Knowledge & experience required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> ● A thorough understanding of what constitutes high quality in EYFS educational provision, the characteristics of effective Early Years settings, and strategies for raising standards and outcomes for EYFS children • An extensive knowledge and understanding of how to promote pupils' spiritual, moral, social and cultural development and good behaviour through effective management and leadership • Experience of curriculum planning, assessing and recording. • Knowledge of statutory requirements for the end of Early Years and have experience of working with these. • A commitment to continuous professional development. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Know how to use local, national and statistics to evaluate the effectiveness of teaching. ● Confident skills in ICT 	

	<p>Skills Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• Be able to demonstrate outstanding classroom practice and articulate what constitutes effective teaching and learning within your phase• Have excellent communication skills with all stakeholders• Ability to work effectively as part of a team of staff.• Use effective ICT skills for teaching and learning• Ability to demonstrate positive and highly effective behaviour management skills• Be committed to a high quality, student focuses approach to learning• Good organisational and time management skills• A passion for learning and the ability to inspire children to reach their full potential.• Demonstrate a positive and professional attitude at all times• Flexible and keen to adapt to meet the needs of school. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Commitment to extra curricular activities• Able to set-up, use and monitor online learning journey systems, such as Interactive Learning Diary.	
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Other general responsibilities:		
	<p>Values and behaviours</p> <ul style="list-style-type: none"> ● Uphold Clifton College's values ● Act as a role model for all Clifton employees ● Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment <p>Equal Opportunities</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Safeguarding</p> <ul style="list-style-type: none"> ● Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff. <p>Health and Safety</p> <ul style="list-style-type: none"> ● Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff. <p>Professional Development</p> <ul style="list-style-type: none"> ● Maintain and update your own knowledge and skills in line with legislation and the needs of the role. 	

Date:

Prepared by: