

# St Wystan's School

<b>Job Overview</b>	<p>To carry out the functions of Reception teacher at St Wystan's School in accordance with the aims and objectives of the School and the Section in which he/she is teaching and the EYFS requirements.</p> <p>To lead the subjects of Art and DT, or English</p>
<b>Duties and Responsibilities:</b>	<p><b>Teaching and Learning</b></p> <p><b><i>Reception Teacher</i></b></p> <ul style="list-style-type: none"> <li>• To be responsible for the general order of the class and its day-to-day administration;</li> <li>• To create and manage a caring, supportive, purposeful and stimulating environment, conducive to children's learning;</li> <li>• To be a pivotal person for each pupil, overseeing well-being and pastoral care of each pupil and reporting concerns to the deputy head;</li> <li>• To attend parents' evenings and meetings as appropriate and to produce individual pupil reports;</li> <li>• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;</li> <li>• To enable pupils to develop positive attitudes to learning;</li> <li>• To promote high standards of behaviour and discipline;</li> <li>• To participate actively in staff meetings, INSET days and to share in supervisory duties;</li> <li>• To promote actively strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional;</li> <li>• To plan, prepare and deliver high quality, differentiated lessons in line with the School's and EYFS Framework schemes of work.</li> </ul> <p><b><i>Head of Art and DT, or English</i></b></p> <ul style="list-style-type: none"> <li>• To be actively involved in the development of policies and schemes of work, teaching materials, resources relating the curriculum area</li> <li>• To monitor the progression of skills in the curriculum area from Reception –Y6;</li> <li>• To contribute to the development and leadership of the curriculum area across the school, including leading staff CPD and INSET sessions, and parent workshops;</li> <li>• To be a champion for the curriculum area, keeping up to date with latest guidance, disseminating information to staff and working with the SLT to ensure implementation across the School.</li> </ul>
	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• To take responsibility for own continuous professional development including attending relevant training and CPD, ensuring knowledge of the EYFS curriculum and compliance are fully up to date;</li> <li>• To participate in the annual performance review process.</li> </ul> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of pupils across the school;</li> <li>• To maintain high professional standards of attendance, punctuality, appearance and conduct;</li> <li>• To maintain positive, relations with all stakeholders;</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to the School's extra-curricular programme;</li> <li>• To share regular supervisory duties as required;</li> <li>• To support the School's responsibility to safeguarding pupils;</li> <li>• To promote the good name and reputation of the School;</li> <li>• To adhere to School policies and procedures.</li> </ul>
<b>Key Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner;</li> <li>• Up to date knowledge of current EYFS educational pedagogy;</li> <li>• Solid understanding of how to manage both pupil's entrance to Reception and transition to Year 1,</li> <li>• Knowledge and understanding of safeguarding procedures;</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>• Enthusiastic individual possessing drive, energy and commitment;</li> <li>• A passion for working with younger pupils and the ability to inspire pupil, parents and staff;</li> <li>• Ability to plan, prioritise and manage a varied workload.</li> <li>• Team focused and prepared to volunteer a helping hand as required;</li> <li>• Commitment to the highest standards of educational and pastoral care for all pupils.</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>• Core school hours (4 days per week), plus extra-curricular and occasional events calendared for evenings and Saturdays</li> <li>• Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time.</li> <li>• St Wystan's Salary Scale - dependent on experience.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>• St Wystan's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check.</li> </ul>

This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

<b>Person Specification: Form teacher – an interest in music would be an advantage</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
<b>Qualifications</b>	Appropriate teaching qualifications including QTS	<p>Evidence of ongoing professional training</p> <p>Professional development and qualifications in the area of music</p>	<p>DfE number/certificates</p> <p>Application form</p> <p>Interview</p>
<b>Experience</b>	<p>Experience of working in a school setting</p> <p>Experience of teaching Reception,</p>	Experience of curriculum leadership in either Art and DT, or English	<p>Application form</p> <p>Interview</p>

	<p>using the EYFS framework</p> <p>Experience of leading a curriculum area across a school</p>		Teaching observation
Skills and Abilities	<p>Excellent Reception classroom practitioner</p> <p>Knowledge and understanding of planning a stimulating curriculum</p> <p>Sound understanding of planning within the EYFS setting to cater for mixed ability classes</p> <p>Able to demonstrate a range strategies for dealing with a variety of behaviours</p> <p>Clear understanding of assessment practices in the EYFS</p>		<p>Application form</p> <p>Interview</p> <p>References</p>
Motivation and Personality	<p>Willingness to undertake further training to continue professional development</p> <p>Appreciation of the importance of a 'team' philosophy</p> <p>Able to work effectively with a wide range of fellow professionals, external agencies and others</p> <p>Able to demonstrate resilience in a fast-paced small school</p>		<p>Application form</p> <p>Interview</p>

	<p>environment</p> <p>Willing to react flexibly to new or unexpected situations</p> <p>Self-motivated</p> <p>A sense of humour</p>		
Educational Values	<p>Commitment to teaching approaches which encourage all children to give their best</p> <p>Recognition of the importance of a stimulating environment</p> <p>Expressed focus on quality and school improvement</p>		<p>Application form</p> <p>Interview</p>
Other Factors	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>Relevant background checks including DSB, barred list checks and references</p>