

**Job Description**  
**Post Title: Primary Teacher - Reception**  
**Responsible to: Headteacher**

The school Teacher's Pay and Conditions Document gives details of the role and professional responsibilities of teachers. This job description is set within that framework and on the National Standards for Qualified Teachers and is aligned with teachers expectations for Performance Management.

Responsibilities	Key Tasks	MPS 1-6	Task Evidence
Teaching Responsibility	<ul style="list-style-type: none"> <li>Plan and prepare lessons to meet the needs of all pupils.</li> <li>Use teaching time and resources effectively to promote learning objectives.</li> <li>Use appropriate classroom organisation for curriculum objectives.</li> <li>Set/mark appropriate, differentiated/challenging work and monitor completion.</li> <li>Record and report on the progress and attainment of pupils.</li> <li>Provide appropriate homework.</li> </ul>		Planning file. Lesson observations.  Work sampling.  Tracking data & pupil reports.
Pastoral Care and Supervision	<ul style="list-style-type: none"> <li>Maintain an ordered and disciplined working atmosphere in lessons.</li> <li>Provide guidance to pupils on social and behavioural issues.</li> <li>Supervise pupils in lessons, breaks, moving around the school, and off site.</li> </ul>		Lesson observations. Planning file & behaviour log.
Communication and Liaison	<ul style="list-style-type: none"> <li>Inform parents of half-termly curriculum plans.</li> <li>Attend parent evenings to discuss curriculum issues and pupil progress.</li> <li>Liaise with parents and outside agencies to support pupils.</li> <li>Provide relevant information to other schools.</li> <li>Provide information for Governors &amp; educational agencies.</li> <li>Attend staff meetings and work collaboratively with colleagues.</li> <li>Work in partnership with support staff and provide clear guidance for class helpers which promotes learning objectives.</li> </ul>		Parent meetings. Communication to parents. Liaison meetings/transfer forms.  Committee/staff meeting minutes. Communication books.
Performance Management & Training	<ul style="list-style-type: none"> <li>Attend agreed professional development courses/school INSET to update skills.</li> <li>Participate in school performance management.</li> <li>Proactive role in keeping PM file containing suitable evidence for teaching standards.</li> </ul>		INSET/Training record.
Curriculum & Management Duties	<ul style="list-style-type: none"> <li>Draw up and review, as necessary, with staff and governors, the curriculum maps, schemes of work and policies.</li> <li>Set up resource areas and manage a curriculum budget.</li> <li>Monitor planning for the provision of SEN, G&amp;T, and EAL.</li> <li>Complete school portfolio of work.</li> <li>Monitoring quality and standards.</li> <li>Contributing to school planning and self-evaluation.</li> <li>Providing professional support to other teachers and support staff.</li> <li>Lead appropriate professional development sessions.</li> </ul>		Policy, scheme of work.  Subject leader monitoring sheets.  Subject portfolio.

