



Radnor House — SEVENOAKS —

JOB DESCRIPTION

Reception Class Teacher Full-time from January 2025

Position

The Reception Class Teacher is expected to work as a member of a team with their colleagues, treating them with courtesy and consideration as fellow professionals.

Key responsibilities

- Registering pupils ensuring that each pupil's personal details are accurate and updated.
- Ensuring that information is passed on promptly and that any returns to the school office are completed on time.
- Alerting the Head of The Prep School to any pupil absence which may cause anxiety and ensuring that absences are followed up and accounted for.
- Insisting on good class routine and discipline and safeguarding health and safety during school activities on and off the premises.
- Promoting good standards of behaviour both in class and around the school.
- Keeping the classroom well organised and in order. Creating an interesting and stimulating classroom environment.
- Organising and planning work in line with the school's policies and schemes of work outlined for the year group and considering the differing abilities and learning preferences in the class. Handing in all plans promptly to set deadlines.
- The teacher may be responsible for the supervision of the work of classroom assistants relevant to their responsibilities.
- Helping each pupil to achieve their full potential and encouraging them to develop their strengths or talents. Encouraging the pupil to set and strive for high standards and to value their own and other's achievements.
- Ensuring effective use of the curriculum support teacher in improving pupil's learning.
- Monitoring and keeping records of the child's progress and attainment to inform parents and others, and to inform their own future planning.
- Writing and collating all reports and assessments at the appropriate times and making them available to the Head of the Prep within the calendar timetable.
- Recognising children who are having difficulties and supporting them in the normal classroom situation. Keeping the Head of The Prep School aware of any matters of concern.
- Communicating with parents to develop a partnership between home and school.
- Exemplifying good practice as outlined in the Teachers' Standards.
- Modelling the school's core values of Respect, Courage, Perseverance and Excellence in their own interactions with pupils, staff and parents.

Pastoral Care

The class teacher has an important pastoral role. They are expected to strike up a warm and friendly relationship with children, who should be able to look upon them as their guide and mentor.

The teacher liaises closely with the parent(s) with regard to the child's progress and overall well-being. They set and monitor homework in accordance with the Homework Policy, and give guidance to parents regarding this.

Productions & Assemblies

The teacher attends assembly with their class and is expected to plan and deliver an annual class assembly. In addition, they may be required to contribute and prepare children for other events and productions as are organised.

Duties

The teacher is expected to carry out duties (e.g. break duty, lunch duty) punctually and responsibly. A duty rota is organised at the beginning of the term and all staff receive a copy. Teachers are expected to cover homework club after school on a rotational basis.

Clubs

The teacher is expected to contribute to the extra-curricular activities of the school. Full time staff are expected to run an hour and a half of clubs per week each term unless they have remission for additional responsibilities.

Staff Meetings

The teacher is expected to attend weekly staff meetings. Attendance on Curriculum Development Days and Twilight Development sessions is expected. Attendance is expected at Open Days and the annual Prize Giving. The teacher is also expected to be available for Parent Consultation evenings.

The above Statement of Responsibilities is agreed to be an accurate Job Description and should be seen as enabling rather than restrictive and will be subject to regular review.