



## The Banda School

# JOB DESCRIPTION PEGASUS PRE-PREP RECEPTION CLASS TEACHER

The post holder will report to the Head of Early Years and will be accountable to the Headmistress.

### **Main Duties:**

- To take responsibility for planning and implementing appropriate work programmes for all children in the designated class, within the framework of national and school policies.
- To maintain assessment records and report on pupils' progress to staff, and to parents and carers, in accordance with school policy.
- To manage your Class Assistant within the classroom.

### **Accountabilities:**

- To plan work for the class in accordance with national and curriculum policies and in co-operation with Heads of Department to ensure that the children experience a broad, balanced, relevant and stimulating curriculum relevant to their age.
- To ensure that the learning experience matches the individual needs of the children in your class – giving each child an opportunity to achieve to the best of his/her capability.
- To make appropriate educational provision for children with learning difficulties and for those children with EAL, with support from The Banda's Learning Support Department.
- Where possible, to make sure that the majority of children's work is closely linked to first-hand practical experience in line with the EYFS/DfE guidance.
- To provide children with opportunities to manage their own learning and become independent thinkers.
- To create a secure, happy and stimulating environment, maintaining the highest standards of organisation and discipline.
- To maintain a high standard of display, both in the classroom and in other areas of the school.

- To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.
- To work closely with colleagues and to provide short and medium term plans and to fully implement the agreed schemes of work.
- To assess children's progress, maintain records and provide written reports to parents.
- To communicate regularly and effectively to parents about children's progress and attainment.
- To ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.
- To be committed to the school's continuing professional development programme.
- To undertake required duties and attend regular staff meetings and INSETS, before, during and after school hours when required.
- To ensure confidentiality concerning pupils, parents, colleagues and school business.
- To maintain professional levels of conduct and adhere to the School's dress code.



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## **PERSON SPECIFICATION RECEPTION CLASS TEACHER**

### **The Reception Class Teacher needs to:**

- Be a fully qualified teacher with Foundation Stage (EYFS) training and experience.
- Have experience of working in British curriculum schools.
- Be able to build good relationships with parents and families.
- Be able to build good relationships with colleagues.
- Be able to create a stimulating and engaging learning environment.
- Be able to use initiative, show flexibility and be adaptable.
- Be pro-active as a part of The Banda Pegasus Early Years team.
- Be punctual and use preparation time appropriately.
- Be a good communicator with adults and children.
- Show good organisational skills.
- Show a competent level of written English.
- Be able to use ICT in teaching. Familiarity with using Interactive Screens and iPads is important.
- Present a clean Certificate of Good Conduct or International Child Protection Certificate (ICPC).
- Safeguard and promote the welfare of the pupils.
- Keep up to date with educational developments from UK.
- Be a motivator.

**The postholder will have the responsibility for promoting and safeguarding the welfare of the children and young persons for whom he / she is responsible, or with whom he / she comes into contact, and will be expected to adhere to and ensure compliance with the School's Child Protection Policy at all times.**