**Job Description**

**Reception Class Teacher**

The successful candidate will work on a part-time basis teaching the Reception class most probably from September 2025 until July 2026, fulfilling a maternity contract. He or she will also be expected to lead occasional assemblies, provide break-time supervision and participate in staff meetings and curriculum development. Where appropriate, the candidate will also be required to lead a curriculum subject or subjects.

**Class Teacher**

1. Ensure the delivery of a broad, balanced and relevant curriculum.
2. Attend to the pastoral, emotional and social development of each child.
3. Offer a stable, caring environment where the children are encouraged to progress in a calm, structured atmosphere.
4. Create friendly but firm relationships, taking responsibility for the safety and welfare of the children in your care in and out of the classroom during school hours.
5. Know your own children, their background and their parents or carers.
6. Encourage high standards of behaviour, work and presentation both in your classroom and throughout the school.
7. Be ready to share your class work with others.
8. Follow the agreed school teaching and organisational policies.
9. Plan and prepare lessons with clear learning outcomes.
10. Adhere to the school’s marking policy, giving feedback to pupils about their work.
11. Communicate and co-operate with persons or bodies outside the school where appropriate.
12. Know the available apparatus and equipment available throughout the school.
13. Liaise with subject co-ordinators.
14. Work closely with other colleagues.
15. Continue to set high standards of conduct and work when carrying out school-wide duties.
16. Be aware of the children’s spiritual and moral development and where possible to help and influence them in the correct way.
17. To be aware that a class teacher influences children in speech, manner and dress and set high standards in all three.
18. To keep abreast of the latest developments and thinking in education and to be ready to adapt.
19. Ensure that children leave classrooms, work areas and cloakrooms in a reasonable state for cleaners and to help to ensure cupboards and storerooms are kept tidy.
20. Encourage and expect pupils to respect furniture, the building, equipment and displays and to avoid waste wherever possible.
21. Report matters of Health and Safety to the head teacher.
22. Report matters of child protection to the DCPC.
23. Communicate and consult with parents of pupils or bodies outside the school with legitimate interests in the child.
24. Participate in Performance Management as an aid to professional development, taking advantage of CPD opportunities where appropriate.
25. Participate in arrangements for preparing pupils for external examinations.
26. Carry out those duties for which you are responsible through school rotas and also those activities which are expected of you through directed time of 1265 hours per academic year.
27. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
28. In the course of your duties, work closely in consultation with the head teacher, being prepared to teach throughout the school when required, fulfilling such duties as requested of you.
29. To be familiar with and comply with all relevant school policies and procedures.

Vigo Village School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

Signed …………………………………………………… Post Holder Date ……………………

Signed …………………………………………………… Head teacher Date ……………………