

### The Academy at St James

### Chelwood Drive

### Bradford

### BD15 7YD

**Telephone: 01274 777095**

**Head of School: Mr Chris Tolson**

**ReceptionTeacher Job Description**

**Professional responsibilities**

* To facilitate, support and monitor the overall progress and development of EYFS pupils and designated groups of pupils
* To foster a learning environment and educational experience which provides pupils with the opportunity to fulfil their individual potential.
* To share in the development of the EYFS curriculum, courses of study, teaching materials, teaching programmes, methods of teaching and assessment and their review.
* To support and contribute to the school’s responsibility for safeguarding children.

**Responsible for**

* Co-operation and close liaison with parents and guardians, professionals within Early Years Foundation Stage and the wider school, including fellow staff and colleagues
* Working with others to plan and coordinate work both indoors and outdoors.
* Motivating and stimulating children’s learning abilities, encouraging learning through experience

**Generic responsibilities**

* Teaching all areas of the foundation stage, which is focused on helping the children achieve early learning goals;
* To be part of a team to plan, prepare and evaluate all aspects of EYFS provision;
* Providing pastoral care and support to children and providing them with a secure environment in which to learn;
* Developing and producing visual aids and teaching resources;
* Organising learning materials and resources and making imaginative use of resources;
* Assisting with the development of children's personal/social and language abilities;
* Supporting the development of children's basic skills, including physical coordination, speech and communication;
* Encouraging children's mathematical and creative development through stories, songs, games, drawing and imaginative play;
* Developing children's curiosity and knowledge;
* Working with others and contributing to the strong and experienced team ethos of the school, to plan and coordinate work both indoors and outdoors;
* Sharing knowledge gained with other practitioners and parents;
* Observing, assessing and recording each child's progress and preparing reports for external agencies;
* Attending in-service training;
* Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after the school session;
* Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery/school;
* Keeping up to date with changes in the curriculum and developments in best practice;
* To be adaptable, flexible and have a sense of fun and humour.

**Other duties**

* To play a full part in the life of the school community, and support its distinct ethos.
* To follow and actively promote the school’s policies and procedures.
* To comply with health and safety policy and undertake risk assessments as appropriate.
* To actively pursue own personal and professional development.
* To work closely with parents, developing strong relationships and developing opportunities to allow parents to contribute to their child's education.
* To support the school in building a strong community for parents and children to thrive, including attending community events which are hosted at the school.