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Stockport Grammar School Job Description: Reception Teacher

Job Summary:

To be a full-time Reception Teacher at Stockport Grammar Junior School, teaching a class of children at 4+ working as part of the team responsible for the delivery of the EYFS.

Responsible to the Early Years Foundation Stage Co-ordinator and Assistant Head (Infants).

Person Specification:

We are looking for a person with the relevant qualities and experience required for working with children under five years of age:

- An enthusiastic, conscientious and committed Reception Teacher, providing our children with an exciting and stimulating learning environment.
- Ideally with 2 to 3 years' experience and expertise in learning and teaching within the EYFS.
- To contribute a high standard of physical, emotional, social and intellectual care for children in Reception.
- A strong knowledge and understanding of the Early Years Foundation Stage curriculum.
- With high expectations and committed to ensuring that every child in the class makes the best possible progress.
- Committed to providing an environment that promotes independent opportunities for curiosity and inquiry.
- Able to promote the use of open-ended resources.
- Able to observe, record and assess the progress of children.
- A creative/forward thinker.
- Committed to the children's learning journeys.
- An effective team member.
- Able to develop imaginative ideas.
- Able to form caring and trusting relationships with the children and their families.
- Able to contribute to a programme of activities suitable to the age range of children in the Reception, in conjunction with other staff.
- A First Aid Qualification is desirable.



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Key Tasks:

1. To prepare and give lessons in line with the agreed Schemes of Work, and to record short term plans in planners.
2. To stimulate and encourage pupils to achieve their full potential. To be aware of the differing abilities within a class and differentiate work/activities according to ability.
3. To ensure that the children have a caring and stimulating environment in which to work.
4. To mark and assess children's progress as requested in line with school and Reception policy and to record assessments in a clear useful way.
5. To maintain an overview of the performance of the class and to monitor each child's progress, completing assessments, records and reports, record any relevant information in the school system and generally keep senior staff up to date on the issues affecting a child's life at school.
6. To establish effective partnerships with parents, both through regular contact at the start and end of the day and through attending parent consultation meetings as required.
7. To raise issues of concern about individual pupils with the EYFS co-ordinator or the Assistant Head (Infants).
8. To take part in staff meetings and INSET as required by the Headmaster.
9. To establish effective partnerships with parents, where appropriate, attending parent consultation meetings as required.
10. To register children at the beginning of the morning and afternoon sessions.
11. To use classroom assistants, Gap students, work experience pupils and students, when available, to best advantage in the classroom, and to ensure that they are aware of what is expected of them and to keep them informed of changes. For those who have training needs, to cooperate and help with these if the curriculum and timing allow.
12. To accept advice and instruction from senior staff with regard to departmental policies and schemes of work, maintenance of records and the use and care of resources.
13. To maintain acceptable standards of behaviour both in and out of the classroom and highlight any child whose behaviour fails to attain these standards.
14. To undertake duties as requested by the Headmaster, Deputy Head or Assistant Heads (Curriculum and Infants) and to take part in the programme of extra-curricular activities as required.
15. At all times to be professional and to be aware of the need for pupil/parent/staff confidentiality.



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16. To maintain high personal standards of appearance and behaviour and set high standards with regard to punctuality.

17. To be willing to attend courses for professional development and to keep up to date with current thinking and new initiatives in Early Years Education.

Stockport Grammar School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening, including checks with previous employers and DBS.