



JOB DESCRIPTION

RECEPTION CLASS TEACHER

RESPONSIBLE TO: Head of Early Years
Early Years Co-ordinators

MAIN PURPOSE: The class teacher will have responsibilities for ensuring the achievement of the highest possible educational standards in class and for creating an atmosphere and class structure in which pupils feel happy, secure, valued and ambitious.

Specific areas of responsibility:

- To plan, prepare and teach lessons which are pacey, challenging, inspiring and according to the educational needs of the pupils in their class. This may include using Individual Education Plans (IEPs). These lessons will be well structured and follow the Garden House planning format.
- Promote an environment where children are excited to learn and which fosters a spirit of enquiry.
- To plan lessons which ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To set clear learning objectives.
- To set clear targets to ensure progression.
- To assess, record and report on the development, progress and attainment of pupils in accordance with Garden House School policy.
- Make effective use of assessment information to promote and facilitate the general progress and well-being of pupils.
- To set high expectations for behaviour in accordance with Garden House School policy.
- To establish and maintain a safe and purposeful working environment where children can thrive.
- To use a variety of teaching methods, including effective questioning.
- To mark work in line with the Garden House Marking Policy.
- To prepare and present informative reports to parents and for prospective future schools.
- To meet with parents both formally (parents' evenings) and informally to discuss their children's progress.
- To set and mark exams or other forms of assessment as required.
- To undertake duties as requested.
- To critically evaluate their own teaching.

Pastoral Care - all staff must:

- Encourage children to adhere to the school's Kindness Code.
- Share the responsibility for safeguarding and promoting the welfare of children and adhere to the School's Welfare Health and Safety policies.
- Take responsibility for the safety, education and social development of each child in their class.
- Guide the children in a friendly and positive manner providing a role model for the development of children's behaviour and attitudes.
- Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community.
- Use the Social, Moral, Spiritual, Cultural (SMSC) grid regularly and accordingly.
- Actively promote British values through all aspects of the curriculum.
- Meet regularly with the Head of Early Years/Early Years Co-ordinator(s) to discuss all areas of each child's pastoral and academic development.

Other professional requirements – to:

- Uphold and follow the Staff Code of Conduct.
- Make a positive contribution to the life of the school.
- Undertake any professional duties reasonably requested by the Head of Early Years/Deputy Head in connection with the smooth organisation and running of the school.
- Attend extra-curricular events such as carol services, evening concerts, residential trips as required by the Head of Early Years.
- Support the after-school clubs including, where necessary, running and/or helping to plan and prepare for these clubs.

September 2026