

FULL TIME KS1 TEACHER JOB DESCRIPTION 2017-18

NATURE OF POST	<u>Reception Teacher</u>
LINE MANAGER	<u>Head of Junior School</u>

A. GENERAL

All staff are expected to play a full part in the life of the school and to share positively the collective responsibility for the daily running of school business, including supervisory duties. Teaching, preparation, assessment, record-keeping, the writing of reports, pastoral care and liaison with parents are regarded as an integral part of every teacher's commitment. Attendance at staff days, at parents' meetings, staff meetings, school assemblies and Junior School events is required. Staff should also be prepared to cover for absent colleagues within reason and, when absent themselves, to set work if possible. All members of staff are required to familiarise themselves with the contents of the Staff Handbook and to abide by the codes of practice it contains.

The normal teaching load for Assistant Teachers is 21/25 lessons per week.

B. THE WORK OF THE JUNIOR SCHOOL

Teachers must:

- lead on the establishment of courses for their year groups(s) / subject(s) in cooperation with the Head of Junior School/Head of Pre-Prep
- co-operate in the teaching of their subject(s) with other members of the school as organised by the Head of Junior School/ Pre-Preparatory Coordinator
- attend regular Junior School Departmental and Staff Meetings
- engage in professional development
- co-operate in the preparation and marking assessment, the preparation of new courses, and developing of cross-curricular links
- set work for absent colleagues in an emergency and to be prepared to deputise for the Pre-Prep Coordinator
- cooperate in the arrangement and organisation of any relevant trips and visits for Reception
- contribute to the assembly programme
- provide extra-curricular clubs each term. These will be a combination of at lunch time and after the school day
- carry out junior supervisory duties on a rota basis (morning break, lunchtime, end of school and after school care)
- assist with Junior School productions/plays/concerts as necessary
- display work inside the classrooms and in the area outside the classroomsput forward requests for equipment/resources to be ordered.
- Be aware of the importance of Health and Safety and Safeguarding policies within the Junior School and beyond

C. RESPONSIBILITIES WITHIN THE JUNIOR SCHOOL SPECIFIC TO THIS POST

- Take a lead on establishing teaching courses in cooperation with the Head of Junior School and other colleagues
- To teach pupils in Reception, prepare suitable P.O.S and record them on the school's online system
- Support current promotional events such as Discovery Mornings, Open Evenings/Days
- Work alongside the Pre-Prep Coordinator to provide additional recruitment events to attract prospective students
- Welcome prospective pupils into "taster" days
- Help with assessing the suitability of Reception students for entrance into the school following the Admissions Policy
- Assist with Junior School entrance process for prospective pupils

D. RESPONSIBILITIES OUTSIDE THE JUNIOR SCHOOL

- Provide cover lesson supervision as necessary in line with all other staff members

The Maynard School reserves the right to vary the detail of this job description from time to time, subject to consultation.