

# QUEENS PARK LOWER SCHOOL

## JOB DESCRIPTION

### Teacher – Reception Unit (Foundation Stage)

Responsible to: The Head of School (Early Years) and the Early Years Team Leader.

### **The main duties and responsibilities are as follows:-**

To carry out the professional duties of a teacher (who is not a head teacher) as detailed in the School Teacher's Pay and Conditions Document as issued by the DfES.

#### The main tasks central to the job

- establish a stimulating, well organized and challenging environment to promote independent and collaborative learning in partnership with other teachers in the Reception unit.
- plan, prepare and evaluate lessons in consultation with colleagues, using agreed policies and documentation
- teach the children in the Reception Unit according to their educational needs and stage of development
- set individual pupil targets
- assessing, recording and reporting on the development, progress and attainment of pupils by on going observations
- communicating and consulting with parents
- maintaining good order and discipline
- safe-guarding health and safety at all times
- registering the attendance of children

#### Important but not central tasks

- communicating and cooperating within school teams and outside interested bodies
- participating in meetings
- attending and participating in assemblies as appropriate
- participating in performance management arrangements
- reviewing methods of teaching and learning, including programmes of work.
- attending training as appropriate
- Specific Tasks for the academic year 2011-2012

***These will be negotiated with the successful applicant***