



## Job description: Reception Class Teacher

Job title: Reception teacher

Responsible to: Head teacher

Responsible for: Students and classroom

**Job Role:** To provide safe, high quality education and care for early years children. To fulfill legal and statutory requirement. To lead and manage staff on a day-to-day basis. To contribute and to implement early years policies. To ensure that all statutory, legal and setting obligations are followed and met.

**Safe guarding requirement:** Unique Academy (UA) is committed to safe guarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

### Main duties:

As an early years teacher, you'll be concerned with helping children to achieve early learning goals. You'll need to:

1. motivate and stimulate a child's learning abilities, often encouraging learning through experience
2. provide pastoral care and support to children and give them with a secure learning environment
3. assist with the development of a child's personal, social, language and physical coordination abilities
4. develop and produce visual aids and teaching resources
5. encourage mathematical and creative development through stories, games, drawing and imaginative play
6. help children develop curiosity and knowledge
7. work with others, including teaching assistants and nursery nurses as well as volunteer helpers, to plan and coordinate work both indoors and outdoors
8. share knowledge gained with other practitioners and build and maintain relationships with parents
9. observe, assess and record each child's progress
10. ensure the health and safety of children and staff is maintained during all activities, both inside and outside the nursery or school
11. Keep up to date with changes in the curriculum and developments in best practice.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager . The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**

## Person specification

### *Essential criteria:*

1. At least two years 'proven experience of working in a nearly years care and education setting or at least two years' other suitable experience.
2. Level 3 early years education and childcare qualification or equivalent, and a commitment to obtaining a level 4 qualification.
3. Ability to ensure that the setting achieves and maintains at least a good Ofsted rating.
4. Sound understanding of child development, and of children's needs.
5. Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
6. Demonstrable and detailed knowledge of current legislation relevant to the early years.
7. Understanding of the Prevent Duty in the Counter-Terrorism and Security Act 2015, as it relates to early years settings.
8. Ability to comply with the requirements placed on the setting by the EYFS.
9. Ability to work with parents and families to encourage their involvement.
10. Ability to effectively market the setting to maximize occupancy levels and fee income.
11. Ability to effectively lead and manage a team of adults, including conducting performance management processes e.g induction, supervision meetings, appraisals and setting objectives.
12. Demonstrate a commitment to continuously promoting a culture of safeguarding.
13. Commitment to equal opportunities and an understanding of equality and diversity issues.
14. Ability to write clear reports.

### *Desirable criteria:*

1. Level 4 or above early years education and childcare qualification or degree.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check . Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**