



Solefield School

JOB DESCRIPTION **Key Stage 1 / Reception Class Teacher**

The Key Stage 1 / Reception class Teacher will be part of our Pre-Prep team. The role reports to the Head of Pre-Prep and the Headmaster.

The following gives a broad outline of the main requirements of the post:

- Being a class teacher responsible for all areas of the primary curriculum.
- Being responsible for the pastoral care of the boys.
- Planning, preparing and presenting lessons and homework that cater for the needs of the whole ability range within the class in accordance with school policy.
- Ensuring the effective and efficient deployment of classroom support.
- Challenging the more able pupils.
- Liaising with our Head of Learning Development.
- Preparing, marking and displaying work to facilitate positive pupil development.
- Meeting requirements for the assessment and recording of pupils' development.
- Organising regular class reading.
- Encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Providing feedback to parents on a pupil's progress at parents' evenings and other (often less formal) meetings.
- Staying up to date with changes and developments in the structure of the curriculum as directed by the school / external organisations.
- Carrying out duties assigned and covering lessons as necessary.
- Taking part in school events and activities that may be run at weekends or evenings, such as Speech Day, Carol and Easter services.
- Liaising with colleagues and working flexibly.
- Leading assemblies when needed and organising the Year 1 play.
- Participating in the Pre-Prep open afternoons for parents, held each term.
- Organising and accompanying school trips.

Also:

- To attend INSET, twilight and staff meetings as required / appropriate.
- To run a club(s) to support the extra-curricular provision of the school.
- Undertake any other tasks or duties that the Headmaster may reasonably assign.

Person Specification:

- A caring, enthusiastic, team player with good communication skills.
- Experience in a similar setting would be an advantage but not essential, in addition to appropriate qualifications.

This job description is subject to review in line with the developing needs of the school.

Solefield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Dougal Philps
January 2019