MAB'S CROSS COMMUNITY PRIMARY SCHOOL
JOB DESCRIPTION FOR CLASS TEACHER

JOB TITLE: Reception Class Teacher

OVERALL RESPONSIBILITY: Under the reasonable direction of the Head Teacher, carry out the professional duties of a class teacher as set out in the current School Teachers' Pay and Conditions Document.

Teach in accordance with the ethos, organisation and policies of the school as a fully committed member of the teaching team and as detailed in the specific duties below.

Line Management: Key Stage One Leader, Deputy Head Teachers, Head Teacher.

Liaising With: Head Teacher, Senior Leadership Team, teachers, support staff, parents, LEA representatives, external agencies.

Salary Scale: Classroom Teachers' Main Pay Scale

SCHOOL ETHOS

- Maintain and promote the ethos of the school, and development of the life of the school, in line with the mission statement, aims and objectives.
- Actively support the school's policies relating to equality and diversity, inclusion and health, safety and well being.
- Promote the school and celebrate its success at every opportunity.

TEACHING AND LEARNING

- Produce coherent lesson plans which ensure continuity and progression, take account of the individual needs of pupils and encourage the development of independent learners.
- Employ a range of suitable teaching and learning strategies and styles to ensure effective learning.
- Present appropriately demanding subject content, skills and understanding in a clear and stimulating manner, thereby motivating and sustaining the interest of pupils and raising levels of attainment.
- Develop, maintain and use resources appropriate to chosen learning objectives.
- Ensure the effective deployment of teaching assistant support in the classroom.
- Analyse and evaluate children's learning to inform future planning and teaching and learning activities.
- Create and maintain an organised, safe and stimulating and classroom environment.

- Maintain good practice and implement changes in accordance with developments in educational theory and practice as requested.

- Set pupil targets, assess progress and maintain records in accordance with school policy.

PASTORAL CARE

- Promote and safeguard the welfare of children.

- Develop positive relationships with all children based on their achievements and promote their general progress and well-being and participation in all aspects of school life.

- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality and behaviour.

- Alert line manager or senior management of any more complex problems experienced by pupils as appropriate, making recommendations as to how they may be resolved.

- Maintain the school's system of reward and sanctions as outlined in the Behaviour and Relationships Policy.

- Ensure the orderly commencement and end of day session times, assemblies, break times, etc. having due regard for the health and safety of children and others.

PARENTAL INVOLVEMENT

- Report appropriately to parents on the needs and progress of their children.

- Encourage the involvement of parents in the education of their children and respond promptly to queries and concerns.

- Uphold the school's well-established links with parents, the local community and cluster of schools, LA and other external agencies.

APPRAISAL AND PROFESSIONAL DEVELOPMENT

- Engage actively with the annual appraisal process, in accordance with the school's policy.

- Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

- Attend staff meetings.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

November 2026