



RECEPTION TEACHER

Quinton Hall School

(A John Lyon School)

JOB DESCRIPTION

ABOUT QUINTON HALL

Quinton Hall School is a thriving IAPS co-educational Preparatory School dedicated to the education of boys and girls between the ages of 3 and 11 years.

Children enjoy a broad and inclusive education, firmly centred on the core values of respect, integrity, determination and humility. With an emphasis on achievement, we believe in setting high expectations, leading by example and creating a secure, positive and inspiring learning environment where our pupils can feel challenged and supported to aim high and develop their individual talents.

The school has undergone exciting changes and has now become part of the John Lyon School and John Lyon's Foundation. The vision is to create an all-through school that supports and educates children from all backgrounds and abilities to the age of 18. The school is looking to further develop having gained a double excellent in its last inspection and with the new merger there will be many exciting opportunities ahead.

THE DEPARTMENT

The EYFS department, known as the Little Lyons, is a house in its own building which was refurbished in 2016 to include an open plan Nursery and a large Reception classroom. Over the Summer of 2023, we are adding a second Reception classroom due to increasing demand and rising numbers in Reception. There will therefore be one Nursery class and two Reception classes in the EYFS. The EYFS classrooms are equipped with the most recent technology including a Promethean Board and iPads which provide the children with a breadth of learning experiences. Multiple learning spaces, an outdoor classroom and use of the school facilities provide a diverse learning environment. The class teacher is supported by Teaching Assistants and other specialist teachers such as drama, swimming and yoga.

PRINCIPAL RESPONSIBILITIES

To provide excellent opportunities for development of Reception aged pupils. To ensure care and the maintenance of a safe and stimulating learning environment. To establish and maintain positive links with parents and professionals working within and beyond the school.

SPECIFIC RESPONSIBILITIES

- Contribute to the running of an excellent Reception Class, working alongside the other Reception teacher and the rest of the EYFS team.
- Contribute to the core values of the school, attending regular INSET and other training opportunities.
- Provide a safe, stimulating and nurturing classroom environment that helps pupils to develop as learners.
- With direction from the Deputy Head Academic and Head of Early Years, plan and prepare a full and balanced range of learning activities.
- Teach engaging and effective sessions that motivate, inspire and improve pupil attainment.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- Use regular assessments to monitor progress and set targets in line with School and National requirements.
- Respond accordingly to the results of such monitoring.
- Ensure there is provision of learning support and extension, (in conjunction with the Head of EYFS, Head of Pre-Prep, Deputy Head Academic and SENDCo).
- Ensure that all pupils make continuing progress towards achieving expected levels.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications. Issue weekly newsletters.
- Support contacts with registered and prospective parents (e.g. when parents tour the School).
- Responsibility for the organisation and support of Teaching Assistants, as well as other staff who work with the EYFS children.
- Attend departmental meetings.
- Undertake the main professional duties as outlined in the Job Description.
- Maintain and promote appropriate professional links to sustain the development of the EYFS.
- Undertake training to sustain personal performance and for further professional and career development.

GENERAL DUTIES

- All members of teaching staff are expected to fulfil the general responsibilities of a teacher and uphold professional standards.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

PERSON SPECIFICATION FOR ALL TEACHING APPOINTMENTS

In making an appointment at the Quanton Hall School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

- is suitably qualified for the responsibilities of the post;
- has good interpersonal and communication skills with pupils and colleagues;
- has good listening skills and respect for all pupils;
- has the ability to motivate pupils;
- has the ability to generate enthusiasm for the work of the department;
- can demonstrate high standards in the necessary professional competencies required of teachers:
 - *subject knowledge and application;*
 - *classroom management;*
 - *assessment, recording and reporting students' progress;*
 - *teaching effectively throughout age and ability range;*
- has confidence to contribute their own ideas and initiatives to the philosophy of the School;
- is willing to be involved in the wider activities of the School;
- has a practical understanding of administrative demands;
- has a commitment to personal and professional development.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.