

Reception Teacher

Job Purpose

Under the guidance of the Head of the Prep School, the classroom teacher will be responsible for the education and wellbeing of the girls in the class according to the aims and objectives of Kent College Prep School.

- To maintain high standards of preparation, monitoring, teaching and assessment of pupils' work in line with school policy.
- To assist with the provision of care, guidance and support of the girls in the Prep School.
- To encourage girls to contribute fully to the life of the school and take up opportunities that will enrich their school experience.
- To work alongside the Early Years and KS1 Teachers effectively as a member of the Key Stage 1 team.
- To encourage pupils to achieve the highest standards of which they are capable and to provide constructive feedback on pupils' progress.
- To contribute to the arrangement of attractive displays of pupils' work in the school
- To provide the relevant information so that accurate reports for parents are written in line with Kent College guidelines and to provide feedback for parents' consultations.
- To continue with personal professional development through appropriate in service opportunities.
- To encourage pupils to make use of a variety of learning styles and strategies.

General Duties for all KC staff:

- To uphold the ethos, aims and objectives, reputation and good name of Kent College.
- To be in sympathy with the school's Christian foundation
- To attend Staff Meetings, In-service Training and all major school occasions.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.

This job description may be reviewed and amended at any time, consultation with you.

Teacher's Signature:	Headmistress' Signature
Date:	Date:

April 2018