



Weston Village Primary School

Job Description and Person Specification for EYFS Teacher

Job Description: Reception Class Teacher

Weston Village Primary School

Part of *The Cornovii Trust*

Job Title: Reception Class Teacher

Salary: MPS

Hours: Full-time

Contract Type: Fixed-term (12 months)

Responsible to: Headteacher

Start Date: 1 September 2025

Main Purpose of the Role

The Reception class teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the *School Teachers' Pay and Conditions Document (STPCD)*.
 - Meet the expectations of the *Teachers' Standards*.
 - Play a key role in ensuring a strong start for children in our EYFS, fostering a safe, inclusive and stimulating environment that reflects the ethos of Weston Village Primary School.
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Key Duties and Responsibilities

Teaching and Learning

- Plan and deliver well-structured, play-based and adult-led learning experiences in line with the EYFS statutory framework.
- Set high expectations which inspire, motivate and challenge pupils.
- Create a language-rich and nurturing classroom environment.
- Monitor and assess pupils' progress and maintain accurate records using school systems.
- Provide effective feedback to pupils and families and use assessment to inform future learning.
- Promote early reading, phonics and oracy as key curriculum priorities.
- Adapt teaching to respond to the strengths and needs of all pupils.

Wider School Contribution

- Contribute to the school's policies, vision and values, and actively promote the 'Secrets of Success' ethos.
- Work collaboratively with EYFS and KS1 colleagues to ensure continuity and progression.
- Support the wider life of the school through participation in school events, trips and enrichment.
- Supervise support staff assigned to the class, including contributing to their development.

Safeguarding, Behaviour and Welfare

- Maintain a safe and stimulating environment where children feel happy, secure and valued.
- Uphold the school's behaviour policy and use positive, consistent strategies to promote good behaviour.
- Maintain responsibility for safeguarding and promoting the welfare of all pupils.



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- Work closely with the DSL and wider staff team to share any concerns about pupils' wellbeing.

Professional Development

- Participate fully in appraisal, CPD and Trust-wide training opportunities.
- Stay up to date with national and local EYFS developments, including DfE and Ofsted priorities.
- Reflect on practice and be open to coaching and feedback.

Communication and Collaboration

- Build strong, positive relationships with pupils, parents, carers and colleagues.
- Communicate regularly with families about pupils' progress and wellbeing.
- Liaise with external professionals as required (e.g. SALT, health visitors, SEND services).

Personal and Professional Conduct

- Uphold public trust and maintain high standards of ethics and behaviour
- Have regard for the ethos, policies and practices of the school
- Act within statutory frameworks and school policies

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Safeguarding Statement

Weston Village Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. Enhanced DBS checks and satisfactory references will be required for the successful applicant.

Person Specification: Reception Class Teacher

	ESSENTIAL	DESIRABLE
Education & training	<ul style="list-style-type: none">• Qualified Teacher Status (QTS) (A)• Evidence of recent or ongoing CPD (A)	<ul style="list-style-type: none">• Early Years-specific qualification (A)
Relevant experience	<ul style="list-style-type: none">• Experience of teaching in EYFS (A, R, I)• Experience of using assessment in EYFS, including observational methods (A, R, I)	<ul style="list-style-type: none">• Experience of teaching in more than one year group (A, R, I)• Experience of supporting transition into Reception or from Reception to KS1 (A, R)
General & specific knowledge & skills - all A, R & I	<ul style="list-style-type: none">• Strong working knowledge of the EYFS Statutory Framework	<ul style="list-style-type: none">• Confident leading or co-leading a subject (A, R)



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	<ul style="list-style-type: none"> • Secure understanding of early phonics and language development • Ability to implement inclusive, high-quality learning through play and adult-led activities • Skilled in supporting emotional wellbeing and personal development • Effective use of behaviour management strategies suited to young children • Confident use of technology in the classroom • Understanding of safeguarding and child protection responsibilities in an EYFS context 	<ul style="list-style-type: none"> • Experience of leading parent workshops or home-school engagement in EYFS (A, I)
School specific	<ul style="list-style-type: none"> • Committed to promoting high standards of pupil achievement and development (A, R, I) • Demonstrates an understanding of the high expectations of Weston families and the school's community role (I) • Willing to make a positive contribution to wider school life (e.g. clubs, events, displays) (A, R) • Ability to collaborate effectively and positively with colleagues, parents and other professionals (A, R) 	<ul style="list-style-type: none"> • Experience of leading trips or enrichment opportunities in EYFS (A)



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Personal qualities - all A, R & I	<ul style="list-style-type: none">• Caring, enthusiastic and creative• Strong organisational skills• Confident communicator with young children and adults• Commitment to safeguarding, inclusion, and equity	<ul style="list-style-type: none">• Flexible, adaptable and solution-focused• Proactive and self-reflective• A positive outlook and sense of humour
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