

Role Profile: Reception Teacher (Maternity Cover)

Start: End of September 2025

Purpose

To ensure the effective teaching of all pupils, helping them to develop both inside and outside the classroom.

To support the policies, aims and ethos of the school and ensure the good social, emotional and physical development of every child.

Key Accountabilities

- Planning and preparing lessons and resources.
- Teaching the pupils assigned to you, differentiating and marking work, including examinations.
- Assessing, recording, and reporting on the development, progress and attainment of pupils, including:
 - providing/contributing to oral and/or written assessments, reports and references
 - communicating and consulting with parents
- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Advising and co-operating with the Headteacher, Senior Leaders and other teachers on the preparation and development of courses of study, teaching programmes, methods of teaching, assessment of pastoral arrangements and teaching materials.
- Maintaining good behaviour management and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- Co-ordinate an agreed After School Club throughout the year.
- Work with other Key Stage staff to supervise lunch and play duties.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Excellent written and communication skills Excellent behaviour management skills Ability to keep calm under pressure Intermediate IT skills (including competent use of Microsoft packages) Able to deal with children and adults with tact and sensitivity. 	<ul style="list-style-type: none"> Understanding of regulatory compliance requirements
Qualifications	<ul style="list-style-type: none"> Grade A-C in GCSE English and Maths UK Qualified Teacher Status (QTS) Evidence of a commitment to good teaching practice. Evidence of participation in continuous personal and professional development or study. 	<ul style="list-style-type: none"> Paediatric First Aid
Experience	<ul style="list-style-type: none"> Recent teaching experience in a school An understanding of safeguarding procedures and child protection methods and responsibilities Understands and values the processes of planning as an aid to raising standards and attainment 	
Other	<ul style="list-style-type: none"> Neat, tidy, professional appearance Pleasant and friendly manner Has the ability to work under pressure and prioritise their workload to meet deadlines Can be flexible and able to work as part of a team 	

Key Stakeholders:

Internal – Teachers, Heads, SLT, colleagues, pupils

External - Parents, Visitors

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: