



## JOB DESCRIPTION

Title: Reception Teacher

Reports to: Head of EY, Headmaster

### Summary of Position:

Delivery and assessment of the academic and pastoral programme following the EYFS curriculum modified for our position in SE Asia.

### Duties & Responsibilities:

To be responsible for:

- the planning, delivery, assessment, monitoring and reporting of the relevant curriculum / children's academic progress for your class
- the delivery of the PSHE curriculum with your form group (if a form tutor)
- the welfare and pastoral care of the children within your care as form tutor
- effective and appropriate liaison with parents when necessary
- effective and appropriate liaison with staff where necessary

To attend and participate in:

- all staff meetings
- all Early Year meetings
- any whole school (eg: sports days / concerts / Loy Krathong / Chinese New Year / book week / international day etc.)
- Flag Ceremony each morning
- parent / teacher information evenings
- all INSET days
- any extraordinary meetings deemed necessary by the Head of EY / Headmaster

### Duties:

- to undertake the stipulated number of weekly duties
- to arrive to your duty punctually
- to supervise the students proactively

### Professionalism:

- to arrive to school punctually
- to maintain an appropriate dress code at school
- to uphold the image of Ascot International School both in and out of school

