



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Early Years Teacher

**Job Number:**

**Directorate:** Children, Learning and Young People

**Post Number:** Various

**Service:** Services for Schools

**Grade:** TMS

**Location:** HENLEY GREEN PRIMARY SCHOOL

**Job Purpose:**

To carry out teaching and other professional duties.

**Main Duties and Responsibilities:**

1. Plan and prepare lessons, activities and play for Early Years (2 and 3 year olds) pupils.
2. Teach, according to their educational needs.
3. Assess, record and report on the development, progress and attainment of pupils and make records of and reports on the personal and social needs of the pupils.
4. Promote the general progress and well-being of individual pupils.
5. Communicate and consult with the parents of pupils.
6. Participate in the relevant appraisal arrangements of the school.
7. Review from time to time his/her methods of teaching and programmes of work.
8. Attend and fully participate in weekly staff, planning and phase meetings.
9. Participate in arrangements for further training and professional development as a teacher.
10. Advise and co-operate with the Headteacher and Early Years Lead on the preparation and methods of teaching, assessment and pastoral arrangements.
11. Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

12. Undertake any other reasonable duties as detailed by the headteacher.
  13. Lead a curriculum area if required.
  14. Carry out time limited key tasks as agreed in the annual Performance Management cycle.
  15. Any other duties and responsibilities within the range of the salary grade.
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** n/a

**Responsible to:** Head teacher

**Date Reviewed:** September 2023

**Updated:**



Coventry City Council

## Person Specification

<b>Job Title:</b>	EYFS Teacher	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	
<b>Service:</b>	Services for Schools	<b>Grade:</b>	TMS
<b>Location:</b>	HENLEY GREEN PRIMARY SCHOOL		

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Evidence of up to date knowledge of Early Years Foundation Stage education.</li><li>• Experience of working with children in a Early Years setting</li><li>• Understanding of the significance of school ethos and positive culture.</li><li>▪ Understanding of the requirements of good classroom and behaviour management.</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to provide a practical commitment to an equal opportunities policy for gender, ethnicity, race and ability.</li><li>• Ability to establish and maintain close relationships with parents, the local community and external agencies.</li><li>• Ability to work in a team.</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• Evidence of successful teaching placements.</li><li>• Evidence of good personal relationships.</li><li>• Evidence of experience of working with Early Years pupils who have special needs, both learning and behaviour.</li><li>• Evidence of involvement in INSET activities as a participant.</li></ul>
<b>Educational:</b>	<ul style="list-style-type: none"><li>• Qualified teacher.</li><li>• Evidence of commitment to continuing professional development.</li></ul>

**Special Requirements:**

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
- Excellent and unequivocal references.

**Date Reviewed:** September 2023

**Updated:**