



**Moat House Primary School  
Deedmore Road  
Coventry. CV2 1EQ.**

**Tel: 024 7661 2073**

## **JOB DESCRIPTION – MAIN SCALE EARLY YEARS TEACHER**

You are required to:

1. Take responsibility for a class of pupils in the Nursery & Primary age range including planning and preparing lessons and setting and marking of pupils' work.
2. Liaise with colleagues to provide learning experiences which cater for the social, emotional, physical and intellectual needs of individual pupils.
3. Liaise with colleagues to ensure that the Early Years National Curriculum programmes of study and attainment targets are transformed into worthwhile and appropriate pupils tasks.
4. Provide a rich, interesting and challenging learning environment where children and staff work co-operatively and collaboratively on purposeful tasks.
5. Display pupils' work in and beyond the confines of your own classroom/area.
6. Maintain good order and discipline amongst pupils and safeguard their health and safety when they are the responsibility of the school.
7. Liaise/communicate between area/phases so providing continuity and progression.
8. Liaise and work collaboratively with and alongside support staff and outside agencies to ensure maximum benefit for the children.
9. Ensure that appropriate assessment, recording and reporting procedures are carried out.
10. Participate in staff, school and phase meetings relating to the administration, organisation and curriculum of the school.
11. Ensure that the policies, general and curriculum aims of the school are being implemented.
12. Review as necessary personal teaching methods and work programmes.
13. Be prepared to work as a team member working co-operatively with other teachers to meet the needs of the children.
14. Participate in wider community including leading extra curricular activities.
15. Co-ordinate a curriculum area.

16. Carry out time limited key tasks agreed in the Annual Performance Management cycle.

17. 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 regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with 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.

**Updated:** March 2025