



## **Chadwell Primary School**

High Road, Chadwell Heath, Romford, Essex. RM6 4EU  
Tel: 020 8590 1242

### **Job Description: Instructor – Early Years Foundation Stage**

**Scale:** Instructor Point 3 - Unqualified Teacher Pay Scale (£25,760 - £37,930)

**Responsible To:** Assistant Headteacher & Phase Group Leader EYFS

#### **Main purpose**

To teach an allocated Early Years class for two and half days per week as a job share with Class Teacher. To provide class-based support to the Class Teacher including focus group / intervention work for two and half days per week.

#### **Duties and responsibilities**

##### **Teaching**

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Set high expectations which inspire, motivate and challenge pupils
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge

##### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Work with others on curriculum and pupil development to secure co-ordinated outcomes

##### **Health, safety and discipline**

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

##### **Professional development**

- Take part in the school's appraisal procedures

- Take part in further training and development in order to improve own teaching

### **Communication**

- Communicate effectively with pupils, parents and carers

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Personal and professional conduct**

- Maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

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 post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

**Name** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

