**JOB DESCRIPTION**

**Early Years Educator**

**JOB SUMMARY**

To assist the manager in providing safe, high quality education and care for Pre-School children; to adhere to Pre-School’s policies and procedures.

* To plan a range of activities based on observation and assessment cycle for children aged 2 – 4 years;
* To work under the direction of the manager and deputy
* Fulfilling statutory duties relating to safeguarding for the setting to promote the safeguarding and welfare of the children, staff and parents/ carers at all times;
* Comply with pre-school’s policies, procedures and standards, including health & safety, hygiene, inclusion and confidentiality;
* To act in accordance with the Academy’s ethos, policies and practices, under the guidance of the Pre school Manager.

# MAIN DUTIES AND RESPONSIBILITIES

**CURRICULUM:**

* To assist in drawing up long term planning, following the EYFS curriculum, and sessional plans which ensure that each child is working towards Early Learning Goals
* To assist in providing high quality experiences and opportunities offering appropriate stimulation and support to the children.
* Observation and record keeping for key children so that children’s attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
* To assist with the daily setting up of indoor and outdoor environments to provide for the safety, wellbeing and inclusion of the children attending the Pre-School.
* To ensure that all equipment and resources are maintained, tidied away and stored safely at the end of the Pre-School day, and that the necessary preparation is carried out for the following day.
* To carry out observations and assessments to identify each child’s next steps, to be used to inform the curriculum planning.
* To be a Key Person for a group of children.
* To carry out parent consultations and to ensure that each key child’s Learning Journey is kept up to date, and to complete the two-year progress check and bi-annual summaries, including a transition summary for the child’s transfer to the next setting under guidance from manager and deputy.

**STAFFING AND COMPLIANCE:**

* To liaise closely with parents/carers, exchanging information about children’s progress and encouraging parents’ involvement.
* To assist the manager daily with ensuring Pre-School is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are adhered to at all times.
* To liaise with the Preschool Manager, Senior Leadership Team, Children’s Social Care and other professionals as necessary and ensure that all legal and statutory requirements are implemented; to provide reports and attend meetings as required.

**BEHAVIOUR AND SAFEGUARDING:**

* Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
* To actively support the safeguarding of children and young people in the workplace
* To ensure confidentiality of information received.

**ADMINSITRATIVE & TRAINING:**

* To assist in the implementation of all Pre-School policies and procedures, especially those on equal opportunities.
* To attend in service training and meetings as required.

**OTHER:**

* To undertake any other reasonable duties as directed by the Manager in accordance with pre-school objectives.

**HEALTH & SAFETY:**

All employees have the responsibility:

* To comply with safety rules and procedures laid down in their area of activity.
* To take reasonable care of their own health and safety and hence to avoid injury to themselves and to others by act or omission whilst at work.
* To use protective clothing or equipment as may be provided.
* To report all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware promptly.
* To cooperate with the Head Of School in the fulfilment of the objectives of the Academy/Trust Health and Safety policies.

**FURTHER INFORMATION:**

* Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and changing nappies/ toileting duties
* Activities will occur both inside and outside.
* To actively promote and support the safeguarding of children and young people in the workplace, adhering to the settings policies and procedures to keep children safe from harm.

#### KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the academy’s objectives in service delivery by:

* Enactment of Health and Safety requirements and initiatives as directed
* Ensuring compliance with Data Protection legislation
* At all times operating within the academy’s Equal Opportunities framework
* Commitment and contribution to improving standards for pupils as appropriate
* Acknowledging Customer Care and Quality initiatives

Contributing to the maintenance of a caring and stimulating environment for pupils

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **POST TITLE: Early Years Educator (Band 2)** | | |
| **PERSON SPECIFICATION** | | |
| MINIMUM ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT | |
| **Qualifications and Experience** |  |  |
| Experience of working in a pre school setting or Early Years Foundation Unit  Early Years Education and Childcare (Level 2 or equivalent essential)  Working experience of the EYFS and related CPD  Experience of working with parents/carers to promote learning  Experience of working as part of a team  Experience of having kept written records of children’s achievement, including observations  Paediatric First Aid Certificate  Completion of safeguarding awareness course within the last 2 years  Experience of special needs children | E  D  E  E  E  E  D  E  D | A/C  A/C  A/I  A/I  A/I  A/I  A/C  A/C  A/I |
| **Skills and Personal Qualities** |  |  |
| Ability to plan and deliver activities for key children  Ability to work with parents and encourage their involvement.  Ability to write clear reports for parents and other agencies.  Caring, friendly, approachable, open, inclusive, welcoming and personable, with a good sense of humour!  Able to provide consistently high levels of quality care and education opportunities to all children  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to effectively use ICT to support learning and administration tasks  Ability to demonstrate and promote good practice in line with the ethos of the academy, both indoors and outdoors. | E  E  E  E  E  E  E  D | A  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Knowledge** |  |  |
| Understanding of principles of child development and children’s needs, learning processes and in particular barriers to learning.  Knowledge of EYFS framework and assessment  Knowledge of all relevant policies and codes of practice and awareness of relevant legislation – health & safety, safeguarding, medical, admissions etc.  Knowledge of developing technologies and their place in the learning environment  Knowledge of forest school ethos and associated learning techniques.  Knowledge of forms of communication with children | D  D  E  D  D  D | A  A/I  A/I/C  A/I  A/I/C  A/I/C |
| **Other** |  |  |
| Understand and apply the need for confidentiality and professionalism at all times.  Commitment to equal opportunities and understanding of religious and cultural diversity  Flexible approach to working hours with the ability to work occasional evenings to support school events.  Willingness to undertake training and show a commitment to further professional development.  Good mental and physical health.  Enthusiasm for learning and working with children | E  E  E  E  E  E | A/I  A/I  A/I  A/I  I  I |

E = Essential D = Desirable

A = Application I = Interview C = Certificate