



JOB DESCRIPTION

Job Title:	Early Years Educator
Reporting To:	Headteacher, Deputy Headteacher, Foundation Stage Lead, Pre-school Manager, Pre-school Deputy Manager
Pay Scale	Grade 16

All staff have the responsibility to safeguard and promote the welfare of children.

Purpose of the Job:

To work as a key person and as part of the pre-school team under the direction of the manager.
To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.

Main duties

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
- To help to set up the playroom for the daily programme and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- Work in partnership with parents/carers and other family members.
- To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To support the planning and to provide a programme of activities suitable to the age range of children within each group offering an appropriate level of support and stimulating play experiences.
- To ensure the safety and welfare of children at the setting.
- To support meal times within the setting.
- To actively participate at team meetings, supervisor meetings and appraisal meetings.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- To ensure that adequate records are kept and updated regularly.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.
- To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.

Disclosure and Barring

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of our pre-employment checks.

Physical Effort

- There is a requirement, subject to appropriate training, to lift and carry children.

Working Environment

- There is a need, from time to time, to clean/wipe bodily fluids.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person specification

Essential criteria

- The ability to work on own initiative and as part of a team.
- Experience of providing high quality day-care to young children.
- A recognised childcare qualification equivalent to NVQ level 3.
- A current first aid certificate.
- Knowledge of child protection procedures.
- Good communication skills.
- An understanding of play based approaches to children's learning and development.
- Commitment to equal opportunities.
- Commitment to working effectively with young children and families.
- Friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

- A food hygiene certificate.

Post Holder Name:

Post Holder Signature:

Date: