



# JOB DESCRIPTION

## Early Years Educator

<b>Grade:</b>	Spinal Column Points (SCP) 12-15: £33,604.00 - £35,105.00 (FTE)
<b>Responsible to:</b>	Vice Principal (Inclusion); Early Years Phase Lead
<b>Responsible for:</b>	n/a
<b>Job Description Issue Date:</b>	January 2025
<b>Postholder Name:</b>	
<b>Postholder Signature:</b>	

## About the School

Parkfield Primary School is a dynamic and inclusive learning community where every child is valued. We are a large primary school with a nursery, ranging from 2-11 year olds, located in West Hendon, housing ample grounds for children to learn and play throughout their school day.

Alongside over 30 other national primary schools, including a local cluster, we are proud members of The Elliot Foundation Academies Trust (TEFAT).

Welcoming pupils from all over the world, we are proud of our thriving and diverse community in which we share the motto of 'Achieving Together'.

## Purpose of the Role

The Early Years Educator will:

- Work with teachers to develop, plan and deliver a curriculum to raise the learning and attainment of all pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

## General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## Specific Responsibilities

### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities

- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Provide short term cover supervision of classes, in the absence of the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

### **Working with Colleagues and Other Professionals**

- Communicate effectively with other staff members and pupils, and with parents/carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **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
- Make a positive contribution to the wider life and ethos of the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Look after children who are upset or have had accidents
- Assist with break-time supervision, including facilitating games and activities

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and 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
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

#### **Midday supervisory assistant [if applicable]**

- Act as a point of contact for any behaviour or safeguarding incidents that need to be escalated
- Report incidents to senior staff in-line with the school's policies and procedures
- Provide first aid treatment, ensuring first aid equipment is readily available
- Supervise pupils during the lunchtime
- Encourage pupils to select and eat healthy balanced meals
- Set up and run games and activities, whilst maintaining the health, safety, welfare, good conduct and safeguarding of pupils during lunchtime
- Participate in dining arrangements, including cleaning up of spillages of food/liquid; wiping down tables; and cleaning dining areas
- Supervise the pupils in the dining room eating lunch, encouraging good social skills and manners
- Report incidents in-line with school policy

The Early Years Educator will be required to safeguard and promote the welfare of children and young people, and follow school and trust policies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that staff will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

## Key Performance indicators

- Meeting and exceeding all school development priorities
- Improvement in outcomes for all pupils, including those with SEND, EAL and to be deemed disadvantaged

## Key Relationships (Internal and External)

- Parkfield staff, pupils, parents and community
- Other local and national TEFAT colleagues, including Head Office
- Local Authority key contacts, including SEND and Safeguarding
- Specialist advisers to support individual pupils' needs, e.g. Educational Psychologist

## Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

## Person Specification - Early Years Practitioner (Level 2)

	Essential	Desirable
<b>Education and Qualifications</b>		
Level 2 in childcare or other relevant qualification	X	
Paediatric First Aid qualification		X
<b>Knowledge and Experience</b>		
Experience of working in a nursery/school setting	X	
Experience of working with children with SEND	X	
Knowledge and understanding of the Early Years Foundation Stage Statutory Framework	X	
An understanding of how children learn through play	X	
Knowledge of health, safety and hygiene practices and requirements		X
<b>Professional Skills</b>		
An ability to make written observations of children's learning and development	X	
The ability to respect, recognise and respond to the individuality of children	X	
A commitment to involving parents/carers in their children's learning	X	
Effective communication and interpersonal skills	X	
Ability to build effective working relationships	X	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	X	
<b>Personal Qualities</b>		
A natural affinity with young children and their families	X	
To demonstrate high motivation and commitment to working with children and their families	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	