



# AVONMORE

Primary School

## Early Years Educator Job Description

### Grade: Scale 6

Responsible to: EYFS Lead, Head of School

### MAIN PURPOSE OF THE JOB

Supported by the direction of teaching staff, to develop, plan and deliver a curriculum for children.

To work cooperatively with parents, staff and other professionals to ensure that the needs of all children are met.

### SUPPORT FOR PUPILS

- Assess the needs of children and use detailed knowledge and specialist skills to support children's learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all children.
- Support children consistently whilst recognising and responding to their individual needs
- Encourage children to interact and work co-operatively with others and engage all children in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to children in relation to progress and achievement
- Organise and manage appropriate, healthy, safe and stimulating learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate children's responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on children's achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in activities systematically and providing evidence of range and level of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents and carers in their children's' learning and participate in meetings with parents to provide constructive feedback on children's progress/achievement etc.
- Produce lesson plans, worksheet, as supported by teaching staff etc.

### **SUPPORT FOR THE CURRICULUM**

- Deliver learning activities to children within agreed system of supervision, adjusting activities according to the child's responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop children's competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of children's interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

### **SUPPORT FOR THE SCHOOL**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of our school
- Establish constructive relationships and communicate with other agencies/professionals to support the welfare, achievement and progress of the children
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting children
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Attend training courses as part of your own CPD
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in the school.
- Supervise students on work placements.
- To undertake any other duties commensurate with the role