



**Bishop Gilpin**

Church of England Primary School

## **Early Years Educator Job Description 2026**

**Job Title/Post:** Early Years Educator

**Salary Scale:** Merton Point 6 - Merton Point 7; Full time equivalent pay £29,856 - £30,288.  
Term time only £25,964 - £25,757.

**Responsible to:** Foundation Stage Leaders

### **Responsibilities as a member of the staff team are:**

- To be supportive of the Christian ethos of our school
- To promote our school's aims
- To be a driver of school improvement to impact positively on our children
- To take ownership of professional development and develop practice through reflection and evaluation
- To follow school procedures to support child protection/safeguarding and welfare of children
- To promote and use school policies, systems and administration efficiently
- To work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of our school
- To be punctual, tidy and efficient and support these traits in others
- To maintain confidentiality inside and outside the workplace

### **Main Purpose**

- Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individual children or groups of children or on a short-term basis for whole classes
- To monitor the learning and play of children and assess, record and report on their progress, achievement and development
- To assist the Foundation Stage leader in the management of the school nursery/reception

### **Main Duties and Responsibilities**

- To support the children in nursery and reception to access the learning opportunities in the environment
- To actively plan and create engaging activities within continuous provision which supports learning intentions and the needs of the children
- To support the mental health and wellbeing of the children including settling, social interactions, personal health and self care and learning behaviours
- To support the approach intervention through interaction, i.e. providing 'in the moment' support for individual children's needs
- To actively plan targeted interventions to support children to access all learning, focusing on agreed areas of development
- To support children with meeting their key developmental milestones in an age and stage appropriate sequence
- To make meaningful observations of children's learning in a variety of contexts and record these appropriately in Evidence Me, providing next steps where applicable
- To engage with the children, through their play and exploration activities

- To continually assess all children or those directed by the class teacher, following the school feedback and marking policy
- To take responsibility for children's behaviour and follow the school's behaviour policy in an early years appropriate way
- To actively participate in professional meetings, such as Early Years phase meetings, planning meetings and whole staff INSETs
- To create positive relationships with all stakeholders
- To support the teacher in meeting the SENs of any children including those with EHCPs
- To take responsibility for own professional development by engaging in online learning, professional reading and CPD sessions where appropriate
- To be adaptable to the daily changing nature of the Early Years Foundation Stage

### Person Specification

<b>Experience</b>	<ul style="list-style-type: none"> <li>● Experience of working with children of nursery / reception stage age</li> <li>● Experience of working with children with additional needs</li> </ul>
<b>Qualifications/Training</b>	<ul style="list-style-type: none"> <li>● To have at least a Level 3 NVQ in an appropriate child care area</li> <li>● NNEB qualification (desirable)</li> <li>● To hold a full paediatric first aid training (desirable)</li> <li>● To excellent numeracy/literacy skills – equivalent to grade C GCSE in English and Maths</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>● To understand the EarlyYears Foundation Stage (EYFS) curriculum and Characteristics of Effective Learning</li> <li>● To understand the key safeguarding principles including indicators of different types of abuse</li> <li>● Understanding of principles of child development and learning processes and in particular, barriers to learning</li> <li>● To have excellent communication skills with both adults and children</li> <li>● Understand range of support services/providers (desirable)</li> <li>● To be a reflective practitioner and be able to seek out CPD opportunities where appropriate</li> <li>● To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>● To be able to adapt and work flexibly</li> </ul>