



## **Early Years Educator Job Description**

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**Job Title:** Early Years Educator

**LEAP Federation based at Gayhurst Primary School**

**Reporting to:** Head of Early Years teacher, Deputy headteacher and Headteacher

**Grade:** Scale 5 Point 12-15

### **Purpose of the Post:**

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- Provide a safe, well ordered environment for the children, ensure resources are well managed and the space is tidy and safe
- Take responsibility for day to day routines and training children where needed.

### **Main Duties and Responsibilities:**

- **Support for Children:**
  - Under direction of the teacher ensure the children have a broad and varied diet of learning and play both inside and outside
  - Support children with SEN and EAL.
  - Accompany children on outside activities.
  - Encourage children's development and independence.
  - Observe and record children's activities.
  - Maintain respectful and genuine interaction with children.
  - Be supportive and welcoming to parents.
  - Meet with parents to discuss their children

- Work with the leader of the provision to co-ordinate use of facilities
- Induct, train and mentor less experienced staff.
- **Key Work:**
  - Oversee the introduction and settling in process for children.
  - Plan, track, and evaluate children's progress.
  - Set individual targets and monitor progress.
  - Liaise with outside agencies and other professionals.
- **Whole-School Improvement:**
  - Make sure that children are ready for the next stage of their education
  - Help children to meet developmental goals
- **Safeguarding:**
  - Maintain high standards of hygiene.
  - Attend to sick or injured children and apply First Aid.
- **Personal Care:**
  - Assist with changing nappies, dressing, feeding, and toileting children.
  - Help children to eat snacks and school food where relevant training them to use cutlery and to sit at the tables
- **Mentoring/Advising:**
  - Mentor work experience students and less experienced staff.
- Any other work commensurate with the role as requested by senior leaders

## **Person Specification**

### **Qualifications:**

- NNEB Level 3 qualification or equivalent.

### **Experience:**

- Working with nursery aged children
- Significant experience in childcare roles.

### **Knowledge:**

- Understanding of early childhood development.
- Knowledge of relevant policies and safeguarding issues.

**Skills:**

- Good numeracy and literacy skills.
- Effective use of ICT.
- Ability to relate well to children and adults and be a team player
- Create displays and home corners and fun learning environments
- Commitment to safeguarding children.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

**LEAP Federation May 2025**