

**JOB DESCRIPTION**

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| **Post Title:**  | **Early Years Educator** |
| **Purpose:**  | * To be part of an EYFS team, where each member uses their relevant skills to ensure the efficient running of nursery and reception classes in the school. The team will provide high quality education and care in a stimulating environment, in the context of the school relevant policies.
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| **Reporting to:**  | EYFS Leader   |
| **Salary/Grade:**  |   |
| **Hours:**  | 37.5 hours a week (Full time)   |
| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** |  |
| **Supporting the pupil**  | * To ensure that each child’s potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.
* To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety.
* Provide an exemplary model of spoken English.
* To participate in planning and organising appropriate play and educational activities.
* To observe, assess and contribute to the written record of each child’s progress (this includes using IT to record through programmes such as Tapestry).
* To foster each child’s development and growth of independence and self-reliance.
* As part of the team, to contribute and participate in: - Planning and preparation of the class, group work and individual work to suit the needs and age of the pupils - Whole school record keeping - Participating in meetings relating to: curriculum development, general administration, school organisation and pastoral arrangements.
* Maintaining good order and discipline among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.
* To provide personal care to a child, whilst at the same time encouraging their independence.
* To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.
* To implement the school’s policies fully.
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|  | * To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
* To be aware of own practice and keeping up with current trends in education.
* Attending relevant courses when possible, in accordance with priorities in the school Development Plan.
* In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment
* To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
* Where appropriate to foster links between home and school
* To liaise, consult and advise with other members of the team and outside agencies, regarding the child’s progress
* To contribute to review meetings, where appropriate
* To participate in relevant professional development
* To maintain confidentiality about home – school / pupil- teacher/ school – work matters
* To complete any other relevant tasks as directed by line manager.
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* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

* Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students. Please see the staff dress code.
* This job description is current, but following consultation with you, may be changed by the Executive Principal or Head of School to reflect or anticipate changes in the job which are commensurate with the salary and job title. The job description will be reviewed annually.

**PERSON SPECIFICATION**

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| **Attribute**  | **Essential**  | **Desirable**  |
| Experience  | Experience of working with children of relevant age in an early learning environment.  | Experience of working in a school environment.  Experience of working as part of a team.   |
| Practical Skills  | Ability to relate well to children and adults including other professionals, carers and parents.  Ability to demonstrate and promote good practice in line with the ethos of the school indoors and outdoors.   Firm commitment to protecting and safeguarding children at all times.    | Consistent approach with children and parents.  |
| Communication  | Have sufficient understanding and use of English to ensure the well-being of children in their care  Can communicate effectively with adults and children  Keep written records of children’s achievements including observations  |   |
| Personal Qualities  | To work constructively as part of a team to understand nursery/foundation stage unit roles and responsibilities and own position in them  Have a calm, consistent approach and be warm, welcoming and personable  Able to maintain confidentiality  | Working knowledge of relevant policies and codes of practice and awareness of relevant legislation.  |
| Technology / IT Skills  | Ability to use other technology to support learning such as video and photocopier.  | Ability to effectively use ICT to support learning  |
| Education and Training  | Numeracy and literacy skills at least equivalent to level 2 of the National Qualifications Framework  Willingness to participate in other development and training opportunities.  Understanding of principles of child development and learning processes and in particular barriers to learning  | Actively participate in training or development as and when identified by line manager as essential for performance of the post.    |