



Larmenier & Sacred Heart Catholic Primary School

JOB DESCRIPTION: Early Years Educator

WORKING HOURS: 8.15am – 3.30pm, Monday – Friday, Term-Time Only

MAIN PURPOSE OF THE JOB

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

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

SUPPORT FOR PUPILS

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the Nursery and Early Years Foundation Stage.
- Encourage children to interact and work co-operatively with others and engage all children in activities.
- Understand the needs of children and use detailed knowledge and specialist skills to support their learning.
- Support children's language development and social skills through careful modelling and by promoting quality conversations within the setting.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Support children consistently whilst recognising and responding to their individual needs.
- Contribute to the development of Individual Education Plans (IEPs) alongside the class teacher.
- Alongside the class teacher, to be responsible for coordinating and liaising on care plans and special educational needs.
- Provide appropriate feedback to children in relation to their progress and achievement.
- Organise and manage appropriate, healthy, safe and stimulating learning in both the indoor and outdoor environments, delivering play-based sensory, creative and physical activities and resources.
- Within an agreed system of supervision, plan challenging teaching and learning opportunities to evaluate and adjust activities and 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 outcomes.
- Provide objective and accurate feedback and observations (as required) on children's achievement, progress and other matters, supported by evidence as appropriate.
- Record progress and achievement in activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established Behaviour & Discipline Policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Contribute ideas and feed into medium and short term planning.
- Be responsible for the physical care needs of children, including lunchtime and toileting routines (hygiene, nappy changing etc.).
- Use digital tools/systems to record observations, assessments, logs and safeguarding concerns accurately and in a timely manner.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to children within agreed system of supervision, adjusting activities according to the child's responses/needs.
- Deliver the Early Years Foundation Stage curriculum and make effective use of opportunities provided by other learning activities to support the development of children's skills.

SUPPORT FOR THE SCHOOL

- Comply with and assist with the development of policies and procedures relating to safeguarding and child protection, equalities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate member of staff.
- 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 and aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals (e.g., speech and language therapists, health visitors)
- to support the welfare, achievement and progress of the children, in collaboration with
- the class teacher.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Undertake any other duties commensurate with the role.
- Support the class teacher in supervising students on work placements.
- Work collaboratively with multi-agency professionals to support children with SEND and other needs.
- Actively contribute to the creation of a stimulating learning environment to engage, inspire and support children in their developmental progress.
- Select and prepare resources necessary to lead learning activities, taking account of children's interests, language needs and cultural backgrounds.