

BARNET EARLY YEARS ALLIANCE

Early Years Educator-Level 3

Grade: G

THE SCHOOL

The governing bodies of Brookhill (Brookhill Road, East Barnet, EN4 8SD), Hampden Way (Hampden Way, Southgate, N14, 5DJ) and St Margaret's (Margaret Road, New Barnet, EN4 9NT) nursery schools are federating from 1 September 2015. There will be a single governing body overseeing the three schools and Children's Centre provision. A unified staffing structure will be established across the three schools. The three schools will continue to operate on their existing sites, supporting approximately 550 children. The schools will share administration and premises resources.

ROLE PURPOSE

This is a term time post. The post holder is responsible to ensure that the School's and LA's systems policies and procedures are implemented by working as part of a multidisciplinary team to provide positive child-centred learning opportunities, which meet the requirements of the Early Years Foundation Stage Curriculum.

RESPONSIBILITIES

- To plan and implement appropriate experiences for individual and groups of children, in collaboration with colleagues to maximise learning. This includes contributing to decisions and recommendations about practice, routines and organisation or space
- Help to create a child focussed, enabling learning environment, both indoors and outdoors
- Supervising and taking charge of a group of children, in line with the statutory framework for the Early Years Foundation Stage
- Support training as required, as part of your professional development
- Monitor, evaluate and analyse children's progress, achievements and responses in respect of learning and development through observation, assessment and planned recording of achievement with reference to the school's policies, the Early Years Foundation Stage and Ofsted regulations. This includes all documents relating to the child
- Foster children's independence, self-reliance and social skills, as well as physical, intellectual, emotional and moral development
- Take responsibility within the team for the "key person" role for children as defined by the EYFS
- Foster effective, positive, supportive relationships with parents and carers, maintaining high professional standards and boundaries at all times. This includes communicating relevant information, both informally and formally through consultations, curriculum workshops and home visits where appropriate
- To communicate relevant information to colleagues and to establish and develop constructive relationships with other agencies/professionals, in liaison with the Senior Leadership Team, to support progress and achievement of children

- To work closely with the Senior Leadership Team to monitor Early Years Foundation Stage quality and performance
- To provide a model of best practice in early years education for visiting professionals from within and beyond the local authority including other authorised agencies
- Under the direction of, and in conjunction with the Senior Leadership Team, to supervise early years students or volunteers and support with the induction of new members of staff
- To implement the School's equal opportunities policy fully and to work actively to overcome discrimination and stereotyping, promoting the inclusion and acceptance of all children and providing an environment that allows for consideration of the children's ethnic, cultural, linguistic backgrounds and gender
- Maintain a comfortable, safe and stimulating environment which supports and reflects diversity amongst the children and ensures that all children have equal access to learning & development opportunities
- To support children with additional educational needs by using specialist (curricular/learning) skills/training/experience that facilitate access to learning activities
- To lead/contribute with reviews, case conferences and CAFS, working in co-operation with other agencies as appropriate
- To take small groups of children out of school to develop their interests in their local and wider environment in line with school policy and national guidance
- Administering first aid to children appropriately within health and safety guidelines and procedures
- To be aware of, comply with and contribute towards, all policies and procedures, reporting all concerns to an appropriate person, in respect of:
 - Safeguarding children's welfare
 - Health, safety and security
 - Confidentiality, by treating all information acquired through your employment, both formally and informally, in strict confidence
 - Data protection, by being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this
 - Behaviour, by consistently implementing and adhering to the schools policy both on the premises and when engaged in school/setting activities elsewhere
- Support and promote the ethos and corporate values of the school/federation
- Work flexibly to ensure the current ratios across the three sites such as during PPA time, absence or holiday cover
- Be responsible for the development and maintenance of a curriculum resource area/focus and development of learning and the environment
- Lock and unlock school premises as required (**only the all year round posts will hold this responsibility**)

SAFEGUARDING, HEALTH AND SAFETY RESPONSIBILITIES

- To ensure that they comply with all of the schools' and LA's systems, policies and procedures including safeguarding of children and health and safety, reporting all

concerns to the appropriate person

PROMOTION OF SCHOOL VALUES

- To ensure that customer care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work

FLEXIBILITY

- In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred above. Such duties however, will fall within scope of the post at the appropriate grade. The post holder must be also willing to work at any of the schools' sites

This post is subject to an enhanced DBS and medical questionnaire, satisfactory references and proof of eligibility to work in the UK

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of a relevant and recognised Level 3 qualification • Good level of general education to at least GCSE level in English and Maths or equivalent to grade C or above 	<ul style="list-style-type: none"> • Paediatric First Aid but a refresher may be offered • Basic food hygiene • Current enhanced CRB/DBS clearance
Experience	<ul style="list-style-type: none"> • Experience of working with young children • Experience of support in EYFS setting • Experience of working in partnership with parents • Experience of implementation of EYFS 	<ul style="list-style-type: none"> • Significant experience and expertise in supporting and being team member in an EYFS setting
Knowledge	<ul style="list-style-type: none"> • Good understanding of EYFS curriculum requirements and their implementation • Understanding of Equal Opportunities • Awareness of Health & Safety and practical Hygiene issues 	
Professional practice	<ul style="list-style-type: none"> • Able to form excellent relationships with adults and children • Able to communicate well and establish firm, fair and consistent boundaries • Able to keep clear records and documents • ICT literate • Ability to work as a team • Good organisational skills • Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary 	
Personal qualities	<ul style="list-style-type: none"> • A commitment to the right of every child to education and care of the highest quality • A belief in the unlimited potential of every child and adult • Excellent interpersonal skills • Positive and constructive • Seeks solutions to problems • Good listener • Resilient and assertive • Reliable • Ability to maintain a high level of confidentiality • Can use own initiative 	

