



Spencer Nursery School

Job Description

Job title: Early Years Educator

Unit: Ladybirds (0-2 years) /Bumblebees (2-3 years) / Fireflies (3-5 years)

Grade: Grade 3/4 (Points 5-10)

Hours of work: As specified in your offer letter and contract

(36 hours per week for full-time posts (5 days a week, all year round).

Part-time posts are 18 hours per week (2 days a week, all year round) OR 25 hours a per week (3 days a week, all year round).

General Information

Purpose of the Job

1. To work with other nursery practitioners as part of a professional team to provide and support children's routines, development and learning opportunities throughout the day, including support of all organisational systems in place .
2. To work as part of a shift system over a full year to support the integrated childcare and education programme, including all meal times.

Specific Duties

Support for Pupils

3. To support a designated group of children and their parents as a key person in partnership with the leadership team. This role will include recording and assessing individual children's progress and development and working in partnership with the room team, planning for their next learning and development opportunities.
4. To use professional knowledge, skills and understanding to support and progress children's safety, learning and development throughout the day.
5. To help set targets and support the implementation of SEND support plans when a child is identified as having an additional learning need.
6. To establish a caring and supportive relationship with all children, but especially for children in your named key group, acting as a role model and setting high expectations of behaviour and learning at all times.
7. To promote the inclusion and acceptance of all children throughout the day.
8. To support children consistently whilst recognising and responding to their individual needs, especially for children in your named key group. This will include supporting any personal needs i.e. changing a child's nappy/clothing if required and dealing appropriately with soiled clothes.
9. To support children to interact and work co-operatively with others, providing individual support when required throughout the day.
10. To engage with and support all children in planned adult-led and child initiated activities as part of the learning programme throughout the day.
11. To promote independence and employ strategies to recognise and reward achievement.
12. To provide positive feedback to children in relation to their development, safety, behaviour, learning and achievement throughout the day.

Support for the 0-3 years Manager/3-5 Teacher

13. Support and maintain a purposeful, orderly, stimulating and safe environment that supports the taught programme and childcare activities and to assist with the display of pupils' work.
14. Contribute verbally towards the planning of learning activities following agreed planning formats throughout the day/year.

15. Monitor your named key group's responses to self-chosen activities and accurately record achievement, using the learning story format and ongoing observation format and tracking documentation, on a weekly basis.
16. Provide regular verbal feedback to senior staff on children's progress and areas identified for development/learning etc.
17. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the agreed Behaviour policy and the Safeguarding & Child Protection policy and encourage pupils to take responsibility for their own behaviour and the impact it has on others.
18. Establish constructive and supportive relationships with parents/carers giving relevant feedback to key group families on a regular basis.
19. Actively support all housekeeping activities including daily/weekly laundry duties, keeping clean and tidy all storage/communal spaces, setting up and tidying away tables and equipment used in shared spaces such as the family room and fulfilling any other activity requested by the Headteacher/bursar as part of the services delivered at the school/centre.
20. Provide general admin support for classroom activities planned by the teacher/0-3 years Manager, e.g. taking and printing, displaying photos for use within the classroom/learning stories etc.

Support for the Curriculum

21. Implement planned learning activities on a daily basis and follow all set routines and house-keeping requirements as directed by the Senior Leadership Team, Teacher or Headteacher/School Business Manager/Teacher/0-3 years Manager.
22. Prepare, maintain and use equipment/resources required to meet planned and self-chosen activities (core and enhanced learning environments) and assist children in their appropriate use at all times, both inside and outside the classroom.
23. To support the planning, setting up and delivery of both the inside and outside learning environments including active support of planned programmes in all weathers. This includes all members of staff supporting children's play outside in all weathers.

Support for the School

24. Be aware of and comply with policies and procedures relating to safeguarding children, health, safety and security, race equality, confidentiality and data protection reporting all concerns to a senior colleague as they occur and completing relevant documentation.
25. Be aware of and support difference/learning and development needs and ensure all children have equal access to high quality childcare and opportunities to learn and develop at all times.
26. Contribute to and support the overall ethos/work/aims of the centre/school at all times.
27. Appreciate and support the role of other professionals working in the centre/school at all times.
28. Attend and participate in relevant meetings as required.
29. Participate in training and other learning activities and performance development as required, including completion/keeping up to date own Continuing Professional Development record (CPD).
30. Support children throughout the operational day including all meal times and personal care activities.
31. Accompany children on visits, trips and out of school activities as required and take responsibility for a named group of children under the supervision of senior staff.
32. To undertake any other duties that may reasonably be required by the Headteacher.

Supervision/Appraisal Arrangements

33. Participate in the planned probationary process, regular supervision and the annual appraisal processes and follow set procedures in relation to review, target setting and achievement in partnership with the leadership team member assigned for the review process.
34. To complete all targets set as part of supervision and/or the annual appraisal review process. This information will be taken into consideration as part of the annual incremental review process with regard to pay and performance, by the governing body, on an annual basis.