

Ref: EW 2425 TA 4 06a

**LONDON BOROUGH OF LEWISHAM**

# JOB DESCRIPTION

**Title:** **Early Years Educator Grade: Scale 5**

**School: Edmund Waller Primary School**

**Reports to:** Headteacher, members of the senior leadership team (SLT), Early Years Phase Leader and the governing body of the school

**Job Summary**

* To be a member of a professional team led by the class teacher in order to provide quality care and education which fosters children’s all-round development within the framework of the Foundation Stage.
* To promote the ethos of the school.
* To share responsibility for identifying personal professional development needs and to undertake appropriate training according to the priorities of the school as identified in the School Improvement Plan.
* To provide cover for whole classes for short periods under an agreed system of supervision.

**Principal Accountabilities**

1. **To share the team’s responsibility for:**

* meeting together to plan and evaluate appropriate learning experiences that will promote the physical, social, emotional, cultural, spiritual, moral and cognitive development of each individual child.
* observing children’s play and interactions and contributing to children’s written records according to the policy of the school.
* facilitating and enabling children’s development, both inside and outside, through appropriate levels of support and interaction.

**Main Activities and Responsibilities:**

1. Plan, prepare and set out in an appropriate way the activities to be undertaken either by individual children or by groups of children
2. Facilitate, enable and encourage children to:
   * make meaningful choices and develop their concentration
   * engage with both adults and children in the setting
   * engage in exploration, discovery and problem-solving
   * develop a sense of awe and wonder
   * develop competence and creativity
   * develop self-esteem and confidence
   * build on, develop and consolidate these skills through continued practice and learning
3. Foster children’s independence, perseverance and self-reliance
4. Make written observations of children’s play, progress and behaviour, evaluating them and contributing to target setting for individual children.
5. Share in planning and delivering activities appropriately to fulfill children’s needs
6. Support children with a variety of Special Educational Needs.
7. Be aware of child protection issues and report concerns to the designated teacher.
8. Support new children admitted into school and liaise with other local early years settings to facilitate smooth transition.
9. Take small groups of children out of school to develop their communication skills and interest in the local environment.
10. Participate in Educational Visits, taking responsibility for small groups of children.
11. Support the learning of small groups of children, under the guidance of the class teacher
12. Supervise the cleaning and changing of children when necessary.
13. **To contribute to the preparation and maintenance of a healthy, clean, stimulating, safe and aesthetically pleasing learning environment.**

**Main Activities and Responsibilities:**

* Monitor and maintain on a daily basis the safety of the classroom environment both indoors and outdoors.
* Support the children in learning to take care of resources and equipment and to help them take responsibility for putting them away tidily.
* Share responsibility for the presentation of children’s work and for the compilation of interest areas and displays.
* Administer First Aid as appropriate and record actions in accordance with school policy.
* Share in making decisions and recommendations about routines, procedures and organisation of space to maximise the achievement of all children.

1. **To foster and maintain productive professional links with parents and carers; to liaise with other agencies working within school, LEA and the local community as agreed with the class or head teacher.**

**Main Activities and Responsibilities:**

* Establish and develop a good relationship with parents and carers, encouraging dialogue, co-operation and partnership.
* Provide a listening ear, while maintaining confidentiality, for parents, carers and children.
* Provide a parental model for the child in the absence of the parent or carer.
* Share with the parents or carers information about the child, while recognising the legal and moral rights of the parents or carers.
* Develop home-school links by encouraging and promoting parental involvement in a range of school activities.
* Make home visits according to the policy of the school.
* Exchange appropriate information with colleagues from other agencies, participating in sessions and visits and contributing to assessments.
* Contribute towards meetings and reviews including open day/evening meetings with parents to discuss their child’s progress, as required by the head teacher.
* Attend phase meetings

1. **To contribute to the overall policies and ethos of the school within the context of LEA policies and guidelines.**

**Main Activities and Responsibilities:**

* Maintain professional relationships with colleagues, and work effectively as a member of a multi-disciplinary team.
* Actively help develop whole-school policies, and ensure their implementation.
* Attend and contribute to staff meetings.
* Maintain good order and discipline amongst pupils in accordance with the school’s Behaviour Management Policy while on the premises, or when engaged in school activities elsewhere.
* Implement the Council/School’s Equal Opportunities policy.

1. **To show commitment for Professional Development for Self and Others**

**Main Activities and Responsibilities:**

* Take part in the school’s procedures for self-evaluation and programme for professional development.
* Participate in training courses as appropriate for personal or whole-school development.
* Keep up-to-date with current child-care and educational issues.

**Edmund Waller Primary School**

**Early Years Educator**

**Person Specification**

**Qualifications**

* NNEB NVQ Level 3 or equivalent

**Experience**

* Significant experience and expertise in supporting and being a team member in a Reception or Nursery EYFS setting

**Knowledge and skills**

* Good understanding of the EYFS Curriculum.
* Able to meet pupils’ emotional needs
* Able to form excellent relationships with children
* Able to communicate well and establish firm, fair and consistent boundaries.
* Good working overview of the school curriculum at primary level
* Able to keep clear records
* Able to form good relationships with other staff
* ICT literate
* Able to work as a team
* Sensitive, polite and friendly
* Positive and constructive
* Seeks solutions to problems
* Good listener
* Resilient and assertive
* Reliable
* Understands the importance of confidentiality
* Can use own initiative
* Self-motivated

**Commitment**

Demonstrate a commitment to:

* Promoting and safeguarding the welfare of children and young people within the school.
* Promoting parental and local community involvement.
* Working as part of a team with both teaching and support staff.
* Furthering your own professional, skills, knowledge and abilities.