

<b>Job Title:</b> Early Years Educator	<b>Pay Scale:</b> PPS3-4 (dependent on qualifications and experience)
<b>Normal Place of Work:</b> The Priory Federation of Academies Trust	<b>Line Manager:</b> Head of Early Years via Early Years Leader
<b>Role Summary:</b> To be a member of The Priory Witham Academy early years team, providing a high-quality early year's provision within the statutory framework of the Early Years Foundation Stage and other relevant legislative guidance, maximizing outcomes for children	

### DUTIES AND RESPONSIBILITIES

- To support in providing high quality education for all early years children who attend The Priory Witham Academy.
- To ensure a quality learning environment is developed and maintained, indoors and outdoors which stimulates and supports children's intellectual, physical, social and emotional development.
- To work as a member of the early years team, providing the children with stimulating provision for their intellectual, physical, social and emotional development.
- Utilise appropriate language, interactions and positive behaviour for learning.
- Contribute towards planning to ensure high quality adult led, adult initiated and child initiated early years provision for children.
- To maintain accurate and up to date records as appropriate.
- To be a qualified pediatric first aider.
- To hold a current food hygiene qualification.
- Assisting in carrying out daily personal care/hygiene duties and administer basic first aid.
- Helping to arrange local visits and outings
- To observe children's development, make assessments and keep records as required that show children's attainment and progress
- To work within The Priory Witham Academy agreed policies and procedures
- To work with parents and outside agencies to ensure children's learning and development is maximised
- To help encourage parental involvement and support
- To maintain high professional standards at all times.
- To ensure confidentiality at all times.

### Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

### Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.

- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

## **TERMS OF EMPLOYMENT**

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## **HEALTH AND SAFETY**

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## **HOURS OF WORK**

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

## **CONTINUAL PROFESSIONAL DEVELOPMENT**

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

## **SPECIAL ARRANGEMENTS**

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

## **SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **EQUALITY, DIVERSITY AND INCLUSION**

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

## Person Specification – Early Years Educator

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Qualified to Level 3 or higher in childcare		X	AF / Cert
Qualified to Level 2 in childcare		X	AF / Cert
GCSE English and Mathematics Grade A-C or equivalent	X		AF / Cert
Safeguarding Level 2		X	AF / Cert
Pediatric First Aid		X	AF / Cert
Food Hygiene Certificate (Level 2)		X	AF / Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Detailed knowledge of child development	X		AF / IV
Be a reflective practitioner	X		AF / IV
Possess enthusiasm and a strong belief in the importance of early years	X		AF / IV
To improve children's experiences and their life-chances by maximising their opportunities.	X		AF / IV
Detailed knowledge of the EYFS	X		AF / IV
Be committed to working collaboratively within a team	X		AF / IV
Contribute to equal opportunities at all times	X		AF / IV
Detailed understanding of Safeguarding and Child Protection Procedures	X		AF / IV
The ability to review, analyse and evaluate your own and others' practice		X	AF / IV
Have a creative approach to innovation and developments		X	AF / IV
Relevant experience of the full age ranges from birth to five		X	AF / IV
Recent and relevant experience of leading a room		X	AF / IV
<b>SKILLS AND ABILITIES</b>			
The ability to work within a team towards common goals.	X		AF / IV
Have excellent communication skills with both adults and children.	X		AF / IV
Able to undertake observations and assessments accurately	X		AF / IV
Be organised, self-disciplined, reliable, conscientious and honest	X		AF / IV
The ability to work skillfully and effectively with others.	X		AF / IV
The ability to manage oneself, including time management, professional direction and an ability to work as part of a team under pressure	X		AF / IV
Engage in continuous updating of own skills and knowledge.		X	AF / IV

\*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager : .....

Dated: .....

Signed Employee.....

Dated.....

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