POST TITLE: Pre School Educator	**GRADE: 2 (SCP 4)**
RESPONSIBLE TO: Nursery Manager	

Responsible for: No Direct Reports

Purpose of role:

You will be responsible for supporting children within the Nursery. The successful candidate will bring our innovative curriculum to life, as you maintain good order and discipline, engage children of all abilities to reach their full potential.

Principle Accountabilities:

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene and welfare matters.
- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities in the classroom, shared teaching area or outdoor learning area.
- To encourage pupils to act independently as appropriate.
- To help prepare the classroom for focused and child initiated activities and to clear away afterwards.
- To support individual children as required.
- To undertake written/electronic observations as required.
- To support Early Years Practitioners in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/administrative support – photocopying, typing, filing, collecting money etc.
- To support children to understand instructions.
- To support children in accessing continuous provision.
- To support children in using basic ICT as directed.
- To prepare and maintain equipment and resources.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated member of staff.
- To be aware of and support differences and ensure all children have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school in line with school policies.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of children out of lesson times, including before and after school and at lunchtimes.
- To accompany staff and children on visits, trips and out of school activities as required.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification	**Essential (E) or Desirable (D)**
Education/Qualifications	
Good standard of education (5 x GCSE's – English and Maths C or above)	**E**
Proven ability for self-study	**E**
Qualified first aider	**D**
Understanding of primary curriculum	**D**
Experience	
Classroom experience as above	**D**
Proven ability to work effectively with a range of people and children	**E**
Experience working with primary aged pupils	**D**
Recent work experience in a UK primary school / academy	**D**
Behaviours	
Able to demonstrate Futura values and how to live them in the workplace	**E**
Confident	**E**
Enthusiastic	**E**

Self-motivated	**E**
Professional and approachable	**E**
Positive attitude to change	**E**
Attributes	
Committed to the Futura Learning Partnership aims	**E**
Committed to Equality and Diversity	**E**
Committed to own continuing professional development	**E**
Other	
Willingness to become a qualified first aider	**D**
Occasional work outside normal working hours - prior notice given	**E**
Good sense of humour	**E**