



## Early Years Educator Job Description

### Purpose of Post:

1. To provide a high standard of care and learning to all children.
2. To support the pre school in their forward thinking ethos and innovation.
3. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To build and maintain strong partnership working with parents to enable children's needs to be met.
5. To carry out the role of Key Person to a group of children as described in the EYFS statutory framework.

### Responsible to:

Pre School Assistant Manager

### Main Duties:

- To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with the team)
- Contribute to planning and share ideas with the team
- Lead large and small group times, making effective use of teachable moments
- To keep abreast of changes and updates within the childcare sector
- Support all staff and engage in positive team work.
- To establish secure, nurturing relationships with all children.
- To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- To fulfil your key person role including keeping records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life; making accurate and professional assessments; acknowledging their interests and using these to provide learning opportunities; ensuring any additional needs are supported and intervention is carried out regularly.
- To be sensitive to, and pro active in supporting disadvantaged and vulnerable children and their families.
- Lead on meetings held with key children's parents/carers
- Listen and act upon parents opinions/views
- To ensure the provision of a high quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories.
- To advise assistant manager of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out of working hours activities, e.g. training, staff meetings, fundraising events
- To implement any new skills and knowledge learnt through training within daily practices.
- Professionally contribute to meetings (staff, TAF, training events etc)
- To be flexible within working practices of the setting, undertaking other responsibilities and duties where needed, such as domestic tasks, preparation of snack meals, cleaning of equipment, etc.
- To undertake any tasks required in relation to children's intimate care and toileting.



- To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- Manage behaviour in accordance with the settings policy.
- To develop your role in line with best practice
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
- Mentor pre school assistants, volunteers and students
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
- To undertake and lead on additional responsibilities such as SENCO, training co-ordinator, safeguarding Officer etc
- To uphold professionalism at all times – time keeping, attendance, ownership and accountability

### Personnel Specification – Early Educator

Attributes	Criteria	How Identified	Rank
Education and Training	1. A relevant and recognised Level 2 or Level 3 qualification	A	Desirable
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	I	Desirable
	4. Recent Paediatric First Aid certificate	A	Desirable
	5. Recent Safeguarding Training inc Prevent Duty and FGM	A & I	Desirable
	6. Basic Food Hygiene	A	Desirable
Relevant Experience	7. Experience of working in an early years setting	A & I	Essential
	8. Experience of being a key person	A & I	Desirable
	9. Experience of implementing the EYFS	A & I	Essential
	10. Experience of working in partnership with parents	A & I	Essential
General and Special Knowledge	11. Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding	A & I	Essential
	12. Knowledge of Child Development and children's needs	A & I	Essential
	13. Awareness of Intentional Teaching and social constructivism theories	A & I	Desirable
	14. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential



Skills and Abilities	15. Ability to communicate well with adults and children	A & I	Essential
	16. Ability to work as part of a team	A	Essential
	17. Ability to write legibly	A	Essential
	18. Good presentation skills	A	Desirable
	19. Good organisational skills inc time management	A & I A & I	Essential
	20. Intrinsic passion and enthusiasm to want children to reach their full potential	A & I	Essential
Any Additional Factors	21. Understanding of Equal Opportunities	A & I	Essential
	22. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	23. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential
	24. Good soft skills	A & I	Essential

**Key:**

A = Application

I = Interview