

## JOB DESCRIPTION

**POST TITLE:** Early Years Educator (under 2\*)

**POST NO:**

**GRADE:** TBA

**REPORTING TO:** Senior Early Years Educator Under 2s

**RESPONSIBLE FOR:** NA

**PRINCIPAL RELATIONSHIPS:** Senior Early Years Educators  
Parents/Carers/College Students  
The Childcare Manager  
The Deputy Childcare Manager  
Early Years Educators  
Assistant Early Years Educators  
Cross College Managers  
Registry and Student Support services  
College Lecturers  
Childcare Apprentices

### Purpose of the Post:

- To lead on providing high quality care and education(\* in particular to under two year olds) in line with Early Years Foundation stage frame work for children in the college nursery and offsite provision.
- To lead on support for parents and families.
- To lead on planning and curriculum design
- To support Assistant Early Years Educators and Nursery Apprentices
- To work as part of the nursery team and participate in appropriate professional development.
- To contribute to the organisation and administration of the college's childcare provision.

## **Duties and responsibilities:**

### **Education and Care**

1. To lead on providing a purposeful and stimulating environment which meets the developmental needs and interests of all children in the nursery.
2. To take a lead responsibility in key working and the maintenance of a strong key worker approach .This includes initial and on going meetings with parents to share childrens progress and the regular upkeep of records and profile books which support childrens development and interest.
3. To maintain and develop high professional standards of education and care for children in the nursery. This includes actively researching, developing and providing a wide range of creative, imaginative, play activities which meet the children's physical, intellectual, social , emotional development, individual needs and Interests.
4. To take a lead role in ensuring regular observations are carried out and used to inform developmental records and planning.
5. To take a lead role in weekly and ongoing planning, ensuring a wide range of stimulating play activities are planned and carried out in response to children's needs and in line with the Early Years foundation Stage.
6. Using ICT to take a lead in producing and maintaining high quality records of childrens progress and development and to support Assistant Early Years Educators in the development of these records.
- 7.To ensure children's work is regularly displayed to a high standard and clearly labeled using ICT
- 8.To take lead responsibility for the organisation, development and maintenance of the nursery environment and equipment including labelling and accessibility of all areas.
- 9.To ensure that they demonstrate an understanding of and adherence to the aims and objectives of the nursery and all other policies. To articulate these to parents and carers, students on placement, other staff and visitors where appropriate
- 10.To support the development of the nursery as a community resource.
- 11.\*To provide a wide range of sensory materials and experiences for babies, including treasure baskets and heuristic play
12. To provide experiences that are play based and child centred without over focus on an end product.
- 13To contribute effectively towards parents meetings discussion groups and nursery events and to actively encourage parental participation and contribution to planning and records.

14.To identify developmental concerns, Support and monitor targets for children with additional needs. Carry out IEPs in conjunction with the Nursery SENCO and contribute to Senco review meetings.

15.To liaise effectively with outside professionals, such as health visitors, psychologists, and social workers, under the direction of the Senior Early Years Educator

16.To participate in staff meetings and training relating to management, administration, professional practice, and personal development in relation to the early years and in line with College requirements

17.To demonstrate an understanding of child protection issues and follow procedures in line with the Nursery and Hackney Community College policy ensuring concerns are recorded and reported to the Nursery Child Protection Co-ordinator.

18.To demonstrate flexibility and high levels of commitment to the service,

19.To contribute to an effective settling in policy where the child and parent are gradually introduced to the nursery , group room, staff members , planning and policies.

20. To participate in a programme of supervision with an appropriate Senior Early Years Educator.

21.To be conversant, and act, in accordance with the legal contractual and regulatory obligations associated with the service, which include:

The Children Act (1989)

Every Child Matters

Special Educational needs Code of Practice

Disability discrimination Act

Ofsted requirements and Standards

Sure Start

Early Years Foundation Stage

Early Years Education and development Strategies

Child Protection Policy and Procedure

Environmental Health Legislation and Health and safety policies

### **Service Provision**

1. To ensure that religious and cultural requirements in relation to diet are adhered to.

2. To ensure that children are settled in the nursery environment.

3.To carry out daily risk assessments and contribute to the identification, recording and reporting of health and safety issues, including the recording and reporting of accidents.

4.To administer medication where necessary and with signed permission from parents.

.To collect nursery fees and any other monies e.g. for outings.

. To meet children's physical needs by assisting with washing, dressing and toilet needs (nappy changing, toilet training, etc.).

To provide a safe and healthy environment at all times through:

- a. Daily cleaning of the environment and equipment (chairs, tables floors, equipment).
  - b. Regular washing of children's toys, towels etc.
  - c. Setting out and clearing away toys and equipment on a daily basis
  - d. Being familiar with all safety and emergency procedures such as fire drills etc.
8. To ensure that child care practice within the nursery reflect and promote the Community College's Equal Opportunities Policy in terms of race, disability, gender, cultural and sexual orientation and religious practices.
  9. To adhere to the College policies and procedures.
  8. Any other duties, commensurate with the post as may be required by the Principal from time to time.

***All staff will be expected to:***

- *Work towards the continuing success of Hackney Community College.*
- *Travel to other College sites across the Borough in line with requirements of the service*
- *Make full use of new technology in all aspects of job requirements.*
- *Contribute to the Investors in People programme and other measures, which will mean that the Unit makes a critical contribution to the College's education strategy by facilitating quality human resources.*
- *Attend and participate fully in Staff development and practice, in-service training opportunities that are made available, and the delivery of in-service training in area of specific responsibility as agreed with the Manager.*

In order to respond to the College's Strategic Objectives, and maintain flexibility, this job description will be regularly reviewed

## PERSON SPECIFICATION (Nursery Education Practitioner)

The appointments panel will seek evidence of the criteria below through the supporting statement of the application form. You should address all the criteria on your supporting statement, providing examples of your work experience. The panel will invite for interview candidates who in their opinion meets all of the criteria.

### Experience & Qualifications:

1. Experience of working with children and families from inner cities.
2. Experience of working with children and families from black and ethnic minority communities.
3. Experience of staff supervision and appraisal.
4. Experience of working with children from 8 months to 5 years.
5. Experience of team building and the use of training sessions to promote good team work.
6. Experience of assessing and supervising students.
7. Care planning experience for children with parents/carers and staff.
8. NNEB, Btec Diploma, City and guilds (caring for children 324), NVQ Level 3 (Care and Education), Diploma in Pre School Playgroup, DipSW, Infant Teaching including Montessori.

### Knowledge & Understanding of:

9. Knowledge and commitment to the College's Equal Opportunities policy covering employment/children/parents/carers/students.
10. Knowledge of the Children Act 1989, Education Act 1988 and ability to implement legislation.
11. Knowledge of childcare issues including an understanding of Child Protection.

### Skills & Abilities:

12. Ability to support staff in aspects of assessments and care planning and offer individual supervision/consultation as necessary.
13. Ability to lead, advice and support a team of staff.
14. Ability to work/plan with parents/carers as active partners.
15. Proven skills to work independently as well as part of a team.
16. Proven skills to incorporate and ensure practical implementation of the Children Act 1989 and the National Standards of Daycare, including special consideration for the needs of black and ethnic minority children and children with special needs.
17. Ability to monitor and keep records of children developmental progress, maintain financial and other record keeping systems.
18. Ability to work within an agreed budget of income and expenditure targets.
19. Ability to communicate effectively at all levels.

20. Ability to manage workload to meet strict deadlines and track record of working to a high standard.

**Equal Opportunities:**

21. Understanding of and commitment to the College's Equal Opportunities policy including the understanding of racism, sexism and their effect on children.