



JOB DESCRIPTION: EARLY YEARS EDUCATOR

LOCATION:

'The Garden' at Kingswood Prep School

RESPONSIBLE TO:

The post holder will be supervised on a day to day basis by the Room Leader, with line management responsibility to the Head of the Garden or Deputy Head of The Garden. Your Room Leader will be responsible for working with you to establish, maintain and monitor that tasks are being performed to the nursery standards.

JOB PURPOSE

All staff working at The Garden share a vision which respects each child's right to the very best start in life and where they learn and grow in an environment in which they are respected as independent and autonomous individuals. In the Early Years at The Garden we provide a warm, happy and stimulating experience in which our children can explore and discover in a beautiful, unique and secure setting. Our aim first and foremost will be for every child to develop vital learning skills, such as curiosity, creativity, persistence, resilience, imagination, confidence and resourcefulness. When children have an outstanding experience in these early, formative years, this not only aids their brain development, but it also shapes their whole life-long attitude to school and to learning. This is why we will place so much emphasis on providing an environment which meets every child's individual needs, following the individual child's interests with carefully planned activities and adapted specialist lessons to meet the whole spectrum of learning styles.

The School's Christian values promote fairness, diversity, kindness and compassion. These values are threaded through all that our professional and caring staff will do throughout the day.

The role of the Early Years Educator is to work alongside the Room Leader, supporting them to ensure all children attending in their room receive high quality care, are kept safe and are provided with stimulating play experiences and learning opportunities which meet their individual needs, and meet the requirements of the Early Years curriculum. You will work as a key person and as part of the nursery team.

As an Early Years Educator, you will promote and be an ambassador for The Garden and the School.

The School will ensure that you are given appropriate guidance and ongoing instruction and training to be able to fulfil this role, but it will also be expected that you will take a proactive approach to your own ongoing CPD.

KEY PERSONAL AND LEADERSHIP DUTIES & RESPONSIBILITIES

1. To present for duty in a professional manner, punctually and correctly dressed according to Nursery/School Policy;
2. To maintain good/positive relationships with colleagues, children and their families;
3. To work with staff, parents and children to meet the aims of the Foundation effectively and efficiently;
4. To be willing to self-improve and develop your own skills and knowledge;
5. To proactively contribute to effective team working and foster open and honest communication amongst all employees;
6. To ensure any staff issues and complaints are dealt with promptly and accurately, and that your line manager is informed and consulted where relevant;
7. To report complaints or unusual occurrences immediately to your Room Leader or to the Head or Deputy Head of The Garden;
8. To work in partnership with early years professionals such as Health Visitors if appropriate to your role as key person;
9. To ensure, when leaving the room for other activities or purposes, that staff are aware of where you are going and the duration. When leaving the room to ensure that it will not compromise the existing staff or impose undue pressure on their ability to look after the children in the room, unless in the case of an emergency;
10. To attend monthly staffing meetings, usually held at 5.30pm;
11. To maintain an up to date level of awareness of policies and procedures;
12. To keep confidential any information regarding the children, their families or other staff, which is learned as part of the job;
13. To be an ambassador for the Nursery and the School Foundation;
14. To be able to make recommendations to your Room Leader about issues which affect your room and require action – understanding and communicating the level of urgency;
15. To support other staff such as Room Leaders, Senior Practitioners, SENCo etc. in their roles;
16. To undertake any other duties appropriate to the character of the work as may reasonably be required by the nursery;
17. To cover in other rooms and for other staff as appropriate and directed by management, especially given that unforeseen situations can occur when caring for children and recognising that the child's welfare is paramount;

KEY CHILDCARE AND CURRICULUM DUTIES & RESPONSIBILITIES

1. To support your Room Leader in preparing and planning the EYFS curriculum and daily activities;
2. To deliver effectively, and evaluate the quality of, activities provided for children's learning, development and enjoyment;
3. To ensure that you and provide high quality childcare at all times, attending to children's daily needs as well as enhancing their physical, intellectual, social and emotional development.
4. To be a key person to a group of children;
5. To ensure that your key children's records are up to date and maintained at the required quality level;
6. To acknowledge your key children's birthdays;
7. To plan activities to support your own key children's development, based on their next steps identified in parent's baselines or your own observations;

8. To be involved in the nursery's system of regular observations and record keeping so that children's attainment and progress is effectively assessed;
9. To support the Room Leader in conducting regular reviews of the children's development and to plan effectively to meet identified needs;
10. To bring to the attention of the Head of The Garden or other DSL immediately any child's failure to thrive or particular concerns regarding a child's safety, development, learning or changes in family circumstances;
11. To assist children with personal care, such as toileting or nappy changes;
12. To serve and help children at meal times, encouraging good nutrition, sociable eating and good manners. To ensure children are clean after meal times, messy play and playing outside;

KEY PARENT AND CARER DUTIES & RESPONSIBILITIES

1. To work in partnership with parents, recognising that they are their child's first educator;
2. To assist and attend regular parents' meetings and open days as required;
3. To provide feedback or reports to parents on their child's progress;
4. To be vigilant to any pastoral or safeguarding issues. To inform your DSL of any concerns and record on CPOMS;
5. To understand the cultural, religious, ethical or personal preferences that parents may have in relation to their child;
6. To keep your Room Leader informed of any planned absences or holidays of children.
7. To ensure any parental concerns and issues are dealt with promptly. To ensure your Room Leader is informed, and management is consulted where relevant;

KEY ROOM AND PREMISES DUTIES & RESPONSIBILITIES

1. To ensure that all room jobs are performed at the beginning and end of each day;
2. To ensure that your room is kept tidy and organised and high standards are maintained;
3. To ensure that there is an attractive, stimulating and reassuring environment for children, both inside and outside;
4. To ensure toys, resources and equipment are organised, stored correctly, cleaned regularly, and any breakages reported to the office;
5. To monitor supplies/resources and inform your Room Leader of any shortfalls;
6. To clean, or organise cleaning, of any obvious marks and spillages, as soon as they happen;
7. To ensure that messy play and/or paint is cleaned up immediately after the activity;
8. To ensure the room, toilets, corridors are left tidy and cleaned away at the end of the day;

KEY HEALTH AND SAFETY AND COMPLIANCE DUTIES & RESPONSIBILITIES

1. To ensure that at all times the safety, security and physical/emotional welfare of children, staff and visitors are maintained;
2. To promote a safe working environment in your room for all staff, parents, children and visitors;
3. To pay particular attention to children's physical well-being when engaged in outdoor activities;
4. To bring to the attention of your Room Leader any toys/equipment that need to be repaired or replaced and to report immediately any problems/concerns with the fabric of the building;

5. To administer First Aid and medication (properly documented) when necessary (if you are a paediatric first aider and have been trained in the administration of medication), or to arrange immediate first aid from a trained first aider if appropriate;
6. To ensure that you are aware of any medical or dietary needs of the children;
7. To ensure that the cleanliness and hygiene policies and procedures are firmly adhered to;
8. To ensure any medication is kept safely and securely;
9. To ensure any confidential records are kept safely and securely;
10. To ensure that no child is ever left on their own in the room or outside;
11. To maintain accurate records of children, including attendance registers, medication forms, accident and incident reports;
12. To have full knowledge of fire precautions and Health and Safety regulations;
13. To attend First Aid course/training to maintain First Aid certification

It should be noted that this is not a definitive list; your duties will be at least those listed above.

You will be expected to:

- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Kingswood
- Observe health and safety procedures and work safely at all times
- To comply with all school policies and procedures including reporting any concerns to the appropriate person in relation to those covering child protection, health, safety, welfare, security, confidentiality and data protection.

THE IDEAL CANDIDATE

ESSENTIAL QUALIFICATIONS, EXPERIENCE AND SKILLS

You will have:

- A-Level 2 childcare qualification from a recognized awarding scheme (NNEB, NVQ, CACHE) as a minimum
- Evidence of continuing professional development
- Experience of working in a Pre-School or Nursery setting, preferably with at least one year's post-qualifying experience. However, we do take on newly-qualified staff to further train and develop, or staff with previous relevant experience such as nannying.
- The ability to offer a range of activities (e.g. forest school, music, PE, yoga, cookery etc.) is desirable
- Relevant practitioner skills for working with young children
- A high level of confidence and empathy with adults and children
- A sound understanding of child development and children's needs
- A working knowledge of the role of a key person
- Discretion, loyalty, commitment, patience
- Good personal organization and time management skills
- Good oral and written communication skills
- Good 'customer care' skills when dealing with parents
- The ability to work alongside others in your team and create a positive and effective working environment, fostering and maintaining good working relationships at all levels

KEY COMPETENCIES

- An enthusiastic and positive attitude to work
- Clear empathy for, and understanding of, children's development needs
- Putting the needs of the children first
- Be able to work across all age ranges within The Garden
- Emotional resilience and ability to work calmly under pressure
- An ability to carry out light physical duties, which may include lifting children, housekeeping tasks and setting up resources
- Keeping a sense of humour
- Reliability and initiative
- Flexible and with a 'can do' attitude
- Open to new ideas and practices
- Commitment to equal opportunities and anti-discriminatory practice
- An awareness of Health, Hygiene and Safety in the workplace
- Supportive of the Christian ethos of the school

This Job Description is subject to review and will be treated flexibly within the criteria for the School/Nursery. It may be amended as the requirements of the Nursery and the development needs of the post holder change.

CHILD PROTECTION

It is your responsibility to help promote and safeguard the welfare of children and young persons for whom you are responsible, or with whom you come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the School's Designated Safeguarding Lead and record it on the school's safeguarding and pastoral reporting system, CPOMS. Protecting children from the risk of radicalisation is part of the School's safeguarding duties (under the Prevent Duty).

TERMS AND CONDITIONS

NORMAL HOURS OF WORK

The Garden is open from 7.30am to 6.00pm, Monday to Friday each day. Early Years Educators will work 40 hours a week over 4 days based on an interchangeable rota of 7.30am to 5.30pm and 8.00am to 6.00pm. Staff receive a 30-minute lunch break each day and normally a morning and afternoon break. Non-contact time is given to staff at the beginning or end of each day.

To ensure that all staff are able to participate in training and development, there will also be an expectation for staff to attend for 2 further days a year for mandatory training; this may take place on a Saturday.

HOLIDAY

6.6 weeks' paid holiday entitlement, which includes up to 8 public and bank holidays. The nursery has an extended period of closure over the Christmas/New Year period, which depending on an individual's work pattern, up to 4 days of annual leave will need to be booked.

The School normally closes for a period over Christmas, the dates of which are agreed by Senior Management every year. This closure period may result in additional non-working days, however this is non-contractual and does not affect annual leave entitlement.

The Garden will also be closed for a two-week period in the Summer, likely to be the last week in July and first week in August every year, which will also result in non-working days which do not affect annual leave entitlement.

Based on the above, staff working 4 days a week, will have a remaining bookable allowance each year of a minimum of 3.6 weeks, i.e., 14.4 days.

STAFF DEVELOPMENT REVIEW

Kingswood is committed to the training and development of its staff and in addition to a detailed induction programme and in-service training, your annual Staff Development Review will be undertaken by your line manager where further CPD opportunities will be discussed. Two working from home days will be given across the year, for staff to extend their skills and knowledge in subjects they are interested in.

PAY & BENEFITS OF SERVICE

SALARY

A competitive salary is offered, depending on qualifications, skills and experience.

£23,750pa unqualified up to £24,500pa qualified.

OTHER

Kingswood School has high expectations of staff and looks to reward them with beneficial conditions of service.

- Professional development and training.
- All staff enjoy free meals provided in the Dining Room with refreshments available throughout the day.
- Part remission of fees at Kingswood Nursery, Prep and Senior Schools for children of employees (subject to the normal competitive entry requirements being met). Please note that remission of school fees is not a contractual entitlement; the Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Staff are welcome to make use of the leisure and sports facilities (which includes a swimming pool, gym and tennis courts) set within the beautiful School grounds.
- Parking available around the School site.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Cycle Scheme in line with the Government's Cycle to Work initiative.



- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.
- Kingswood has a strong sense of community and there are many ways to be involved whether through sport, music or social events.

APPLICATION PROCESS

Please visit our website [Employment Opportunities | Kingswood Bath School](#) to read our policies for **Recruitment, Selection and Disclosure Procedure**, and **Child Protection and Safeguarding Policy including EYFS**.

Please email recruitment@kingswood.bath.sch.uk to request an Application Form.

Completed Application Forms should be returned by email (or by post: Recruitment Co-ordinator, Kingswood School, Lansdown, Bath, BA1 5RG)

If you have any questions about the recruitment process please contact Mrs Nicola Carr, Recruitment Co-ordinator, via email: recruitment@kingswood.bath.sch.uk or 01225 734350

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

As an equal opportunities employer, Kingswood School is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Kingswood School.