

Rosendale Children's Centre

Job Description

Post: Early Years Educator

Responsible to: Childcare Manager

Grade: Scale 5

Main Purpose of job

- To provide a welcoming, fun and safe learning environment for young children and their families within our centre.
- To work as part of a team to deliver an early year's curriculum, that is high quality, for children aged 6 months to 4 years in accordance with the Early Years Foundation Stage (EYFS) Framework.
- To work in partnership with parents/carers and other professionals to promote the wellbeing of the child and to support children to achieve to the best the ability.

Main duties and responsibilities

1. To plan, deliver and evaluate a high quality play based curriculum in accordance with the EYFS.
2. Ensure the learning environment provides opportunities for challenging child-led and adult initiated activities.
3. To ensure that the individual development needs of the children are considered and when required make adaptations to activities and or the learning environment.
4. To work with the team to develop and implement systems for effective record keeping, planning, observations, tracking and assessments.
5. To be a key-person to a group of children and to carry out purposeful observations, recording their progress and identify next steps that will support their learning and development.
6. To write development assessments/reports for children which will be shared with parents and as requested by other professionals working with the child.
7. To provide personal care for the children whilst at the same time encouraging their independence and self help skills.

8. To work in partnership with parents/carers in a supportive and collaborative way, sharing information about the care and development needs of the child.
9. Provide advice to parents/carers when required on matters such as behaviour management, toilet training and diet and nutrition.
10. To maintain effective and clear communication with team members, children, parents/carers and other professionals.
11. To support students and volunteers on work placement and to demonstrate good practice.
12. To attend and contribute to staff meetings, training, supervision sessions and parents' evenings.
13. To keep up to date with developments and research in early years and undertake training for further development.
14. To contribute to and implement all centre policies and procedures.
15. Ensure the cleanliness of all toys, equipment, materials and play areas and that all toys and equipment are safe and in good working order.
16. To ensure that health and safety procedures are implemented and to follow accident and emergency procedures.
17. To have due regard for safeguarding and promoting the welfare of children and to implement the centre's safeguarding procedures at all times, reporting any concerns to the Designated Safeguarding Lead.
18. To promote inclusion and tackle any form of discrimination or racism.
19. To work in accordance with the SEND Code of Practice to support children with special educational needs and or disabilities.
20. To undertake any other duties as may be required from time to time to meet the needs of the children's centre

**Person Specification
Early Years Educator**

| | | Short listing criteria |
|--|--|---|
| Qualifications and training | 1. Level three Childcare Qualification 2. Trained in Pediatric First Aid | Essential Desirable |
| Experience, knowledge, skills and abilities | 3. Minimum of 2 years experience of working with children aged six months to four years 4. Experience of implementing the EYFS and delivering a high quality curriculum 5. Experience of working with children who have special educational needs and or disabilities 6. Knowledge of safeguarding and child protection procedures 7. Commitment to working collaboratively within a team 8. Model good practice and engage in self-reflection 9. Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations 10. Excellent understanding of child development and the needs of young children 11. Ability to observe, record and plan to support and develop children's learning 12. Ability to implement policies & procedures including health and safety, equal opportunities and inclusion and safeguarding 13. Ability to communicate effectively verbally and in writing 14. Ability to develop good working relationships with parents/carers and understands the importance of partnership working 15. Good organisational skills | Essential Essential Essential Desirable Essential Essential Essential Essential Essential Essential Essential |