

Job: Early Years Educator – Level 1
Responsible to: Team Leader or Head teacher

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Main Purpose:

To be part of an Education team where each member uses their relevant skills to ensure the efficient running of the nursery or infant classes in the school whether located in the Centre or mainstream. The team will provide high quality education and care in a stimulating environment, in the context of the school and Council's relevant policies.

Responsibilities & Accountabilities

1. To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.
2. To share responsibility for the preparation of a stimulating and caring environment, with due regard to all aspects of Health and Safety.
3. To participate in planning and organising appropriate play and educational activities. To observe, assess and contribute to the written record of each child's progress.
4. To foster each child's development and growth of independence and self-reliance.
5. To encourage the children in developing both English and their own language.
6. As part of the team, to contribute and participate in:
 - Planning and preparation of the class, group work and individual work to suit the needs and age of the pupils
 - Whole school record keeping
 - Participating in meetings relating to: curriculum development, general administration, school organisation and pastoral arrangements.
7. Maintaining good order and discipline among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.
8. To provide personal care to a child, whilst at the same time encouraging their independence.
9. To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.
10. To implement the school's/ Council's Equalities and Race Equality policies fully. To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
11. To be aware of own practice and keeping up with current trends in education. Attending relevant courses when possible, in accordance with priorities in the school Development Plan.

12. To render first aid in accordance with school policy.
13. To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.
14. To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Headteacher any incident of this nature you witness, hear about or suspect.
15. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.
16. When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.
17. To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
18. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

Job: Early Years Educator – Level 2

Carry out the duties set out in the Level 1 job description and in addition:

1. To be a **key worker** of a group of children with the following responsibilities:
 - Overseeing the introduction and settling in process for children and families into the school, including initial home visit with parent, giving initial information on school policies.
 - Taking responsibility in planning, tracking and evaluating.
 - Setting individual targets and monitoring progress.
 - Carrying out a full record keeping programme for each child according to school policy.
 - Being the first contact for key parents.
 - Setting targets and reviewing I.E.P.S (in collaboration with SENCO.)
 - Initiating and implementing I.E.P.S through regular liaison with T.A.'s according to school policy.
 - Liaising with outside agencies e.g. Speech Therapists.
 - Registration of the children.
2. To render first aid in accordance with school policy.
3. To be alert for any child 'at risk' and assist in identification of child abuse.

Job: Early Years Educator – Level 3

To carry out the duties set out in levels 1 & 2 and in addition:

1. To act as a mentor to students on placement in the school offering appropriate support and training as required.
2. To induct, train and mentor less experienced staff.
3. To take the lead on specific areas of responsibility and/or projects that support the development of the School (e.g. overseeing management of IT, lead role in parent/teacher liaison, development of outside area.)

Post Early Years Educator: Personnel Specification

Key Knowledge	Attainment of NNEB or equivalent qualification in childcare. Knowledge of the Foundation Stage of the curriculum and an understanding of how it relates to the development of young children.
Relevant Experience	<p>Level (1): Experience working with children both in an individual and group setting.</p> <p>Level (2): At least 2 years experience carrying out duties comparable to those set out in the Level 1 job description, in a school setting.</p> <p>Level (3): At least 3 years experience carrying out duties comparable to those set out in the Level 2 job description, in a school setting. Part of that experience should include responsibility for leading on important school development initiatives and/or inducting, training and mentoring less experienced staff.</p>

Key Competencies	<p>Teamworking: Works in a positive and co-operative way, learning from others and contributing to the development of the team.</p> <p>Caring Effectively: Demonstrate sensitivity, respect and kindness towards the school community, ensuring their needs are met within care plans.</p> <p>Communicating in Writing: Writes clearly and effectively for a range of recipients, demonstrating sound basis literacy skills.</p> <p>Communicating Orally: Communicates successfully by matching the message to the listener and conveying key points clearly.</p> <p>Communicating in Sign: Is able to communicate successfully in Sign to at least level one standard.</p> <p>Working with Numbers: Able to carry out basic calculations with consistent accuracy.</p> <p>Making Decisions: Makes effective decisions based upon an analysis of all pertinent information.</p> <p>Planning & Managing Activities: Sets clear goals and targets, prioritises effectively and completes tasks on time.</p> <p>Demonstrating Resilience: Demonstrates positive, controlled and consistent behaviour even in crisis situations.</p> <p>Maintaining Integrity: Sets clear boundaries, maintains personal integrity and adheres to good practice.</p> <p>Developing New Skills: Is committed to own development: seeks and embraces opportunities to improve skills & knowledge.</p> <p>Respecting Diversity: Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.</p>
Safeguarding	<p>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</p>