

JOB DESCRIPTION

TITLE: Early Years Educator

GRADE: Scale 4

RESPONSIBLE TO: Nursery Manager

PURPOSE OF JOB:

- The role of the Early Years Educator is to ensure all children attending receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

- 3.1 Provide high quality care and activities for the children and to recognise both individual and group requirements in a secure, safe and stimulating environment.
- 3.2 Ensure you are familiar with the key policies and procedures, especially safeguarding children, equal opportunities, behaviour management and health and safety.
- 3.3 Work in partnership with Early Years professionals, for example Health Visitors and SEN services.
- 3.4 Within reason to comply with requests to work outside normal hours, for example to cover if staff unexpectedly have to leave the room or are called away. This includes requests from the nursery to work longer days from time to time.
- 3.5 To assist in support for parents and families. Working in partnership with parents/carers, recognising that parents are their children's first educators, and encourage parental involvement in the nursery.
- 3.6 Ensure parent issues and concerns are dealt with promptly and accurately. Ensure management are informed and consulted where relevant.
- 3.7 Participate in room and staff meetings.
- 3.8 Undertake other duties appropriate to the grade and character of the work as may reasonably be required by the Nursery
- 3.9 Never leave the room / nursery / childcare location and put your colleagues at risk of being out of ratio – unless in case of emergency.
- 3.10 To provide experiences that are play based and child centred without over focus on an end product.
- 3.11 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.

- 3.12 To liaise effectively with outside professionals, such as health visitors, psychologists, and social workers, under the direction of the Senior SENCO
- 3.13 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
- 3.14 To support and assist Nursery Apprentices/ Students
- 3.15 To participate in a programme of supervision /appraisal with the Manager and Deputy Manager
- 3.16 To demonstrate flexibility and high levels of commitment to the service
- 3.17 To demonstrate an understanding of child protection issues and follow procedures in line with the Nursery, the borough and New City College.
- 3.18 To ensure the room is kept tidy and organised to allow for the efficient use of time and to maintain the high quality standards that we have set as our ongoing objective.
- 3.19 To ensure that child care practice within the nursery reflect and promote the College's Equal Opportunities Policy in terms of race, disability, gender, cultural and sexual orientation and religious practices.
- 3.20 To adhere to the College policies and procedures, including those specific to the Nursery.
- 3.21 To support Nurseries across the group, including travelling to and working at other sites when required
- 3.22 To ensure that parents/carers 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.
- 3.23 To assist the Manager in ensuring that resources for the room are ordered in a timely fashion and in accordance with nursery budgets and are age appropriate
- 3.24 Attend and prepare for initial and ongoing meetings with parents to share children's progress and the regular upkeep of records and learning journal system which support children's development and interest

4. Person Specification:

- 4.1 Experience of working with children and families from inner cities in a group/individual situation
- 4.2 Experience of working with children and families from BAME communities

- 4.3 Experience of observation and planning high quality experiences for children to meet their all-round development needs
- 4.4 At least two years post qualification experience
- 4.5 Experience of working with children from 6 months to 5 years
- 4.6 Experience working with students and apprentices
- 4.7 Relevant L3 qualification in Early Years (e.g. NNEB, BTEC Diploma, NVQ Level 3 [Care and Education], CACHE Diploma in Childcare and Education)
- 4.8 Warm and enthusiastic personality
- 4.9 Ability to work/plan with parents/carers as active partners
- 4.10 Proven skills to work independently as well as part of a team
- 4.11 Proven skills to incorporate and ensure practical implementation of the Children Act 2004, Every Child Matters and the Early Years Foundation Stage, including special consideration for the needs of BAME children and children with special needs
- 4.12 Ability to monitor and keep records of children developmental progress
- 4.13 Ability to communicate effectively at all levels
- 4.14 Understanding of and commitment to the College's Equal Opportunities policy including the understanding of racism, sexism and their effect on children

Additional Information:

Hours of work: 35 hours per week – term time only. Routine fixed daily start and finish times between 08:00 and 21:00 by agreement.

Under exceptional circumstances, e.g. alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.