

Job Description and Person Specification

Job details

Job title:	Early Years Educator
Directorate:	Learning & Standards Children's Centres
Reporting to:	Senior CC officer/Teacher/ Room Leader
Direct/indirect reports:	N/A
Budget responsibility:	N/A
Grade:	Scale 5
Leadership level:	Operational
DBS requirement:	Yes, Enhanced DBS Check required.

Job description

Purpose of the post:	<ul style="list-style-type: none"> In collaboration with the Senior CC officer/Teacher/Room Leader/Extended Services Lead, to devise and implement a planned programmes of activities in line with the Early Years curriculum to ensure each child has the opportunity to develop to their full potential, either within day-care or extended services To work alongside colleagues taking responsibility for agreed learning activities, support parents and families with signposting and support when needed
Main duties and responsibilities:	<p>Deliver outstanding service</p> <ul style="list-style-type: none"> Work under the guidance of the Room Leader/Senior/Teacher and colleagues, in order to support and extend the children's learning. Encourage children's development, independence, self-reliance, initiative and problem solving skills. Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs. Oversee the introduction and settling in process for children and families into the centre, including initial home visit (accompanied by a colleague) with parents and giving initial information on centre policies. Initiate and implement EHCPs through regular liaison with SENCO, according to centre policy. To assist in the Early Years Child Protection Procedures for identifying and monitoring children in need of protection, to assist in the preparation of observational reports for core or case conference meetings and to attend those meetings where required. Liaise with Centre Teacher/ES Lead to lead, plan and deliver programs including parent support workshops.

- ## Increase service quality and performance

- ## Identify opportunities for personal and professional development

- HACKNEY EDUCATION

- ## Identify opportunities for innovation/new business development

- ## Make best use of resources

- ## Develop strong relationships across teams and with partners

- ## Reflect best practice and ensure compliance

- Attend to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.
- Training children in the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.

- Move and handle children, where necessary, following Health and Safety guidelines.
- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- Have a clear understanding and follow current safeguarding policy and procedure, remain opening minded, show professional curiosity and listen to the child's voice.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose
 - Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness

Job title: Early Years Educator		Essential	Desirable
Person Specification			
Qualifications		✓	✓
1.	Minimum QCA recognised Early Years/Childcare Level 3 qualification or equivalent	✓	
Experience		✓	✓
2.	Experience of working with young children at Foundation Stage.	✓	
3.	Experience of working with children in a diverse environment including those who may have special needs and disabilities.	✓	
Knowledge/Skills		✓	✓
4.	A sound knowledge and understanding of child development.	✓	
5.	Knowledge of First Aid.		✓
6.	Knowledge of relevant childcare policies/codes of practice and awareness of relevant legislation.	✓	
7.	Good working knowledge and ability to implement the Early Years Foundation Stage/curriculum and informal learning through play.	✓	
8.	Knowledge of Child Protection and Safeguarding procedures and commitment to keep children safe.	✓	
11	Good numeracy and literacy skills.	✓	
12	Effective use of ICT to support learning and communication.		✓

Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

SLT Member:		Signature:		Date:	
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