

# Job Description and Person Specification

## Job details

Job title: **Early Years Educator**

Directorate: Children Centre

Reporting to: Head of Morningside Children's Centre

Grade: Scale 4

## Job description

Purpose of the post:

- To be member of a team of early years educator, providing an emotionally secure, warm, stimulating and safe environment appropriate to the needs of individual children mainly under fours.

Main duties and responsibilities:

- Responsible for the planning and carrying out of care, play and learning programme for groups of children, appropriate to their needs and developmental stage.
- Carrying out individual work with children as required.
- Ensuring that all aspects of the crèche's environment are appropriate to the needs of children in a multi-racial community and reflects their specified origins. All aspects of the crèche's work must be underpinned by a commitment to anti-racist and equal opportunities.
- Working in partnership with parents, consulting and sharing information with them about the needs and progress of their children.
- To have responsibility to the maintenance of toys and play equipment.
- To work closely with other early years educator and Multi disciplinary programme staff.
- To ensure that all Learning Trust and Morningside Children Centre policies and procedures relevant to the work of the crèche are adhered to.
- To keep record of relevant information for monitoring purposes.
- To attend courses and meetings to ensure further development.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- To work in the integrated childcare within the Children Centre
- To be part of delivering the foundation stage to all Children attending Morningside Children's Centre
- To assess needs and sign post children and families to the Multi agency Team
- To adhere ofstead requirements

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity 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.

Job title:

**Early Years Educator**

## Person Specification

	Essential ✓	Desirable ✓
<b>Qualifications</b>	✓	✓
1. NVQ3 in related subject (Early years, Education, Childcare) or equivalent		✓
<b>Experience</b>	✓	✓
2. Experience of play related work with under 4's.	✓	
3. Experience of arts, crafts, games etc. as related to under 4's.	✓	
4. Experience in setting up and providing various play activities.	✓	
5.		
<b>Knowledge</b>	✓	✓
6. Knowledge, understanding and commitment to equal opportunities.	✓	
7. Knowledge of issues and regulations relating to pre schools and schools.	✓	
8. Knowledge of Health and Safety issues in a crèche setting.	✓	
9. Knowledge of issues and regulations relating to learning through play.	✓	
10. Knowledge and understanding of child protection procedures	✓	

Skills		
11. Understandings of the importance of care and play in a child's development.	✓	✓
12. Ability to assist in the provision of a care and play activities programme.	✓	
13. Ability to work as part of the team but also to work on own initiative.	✓	
14. Ability to communicate effectively (which may include working with families/children where English may not be their first language).	✓	
15. Ability to lift and move items of equipment with aids and adaptations if necessary.		✓
16. Ability to work with confidential information and to work with both children and adults in a non- discriminatory manner.	✓	