



JOB DESCRIPTION

Post title: Early Years Educator

Scale: Local Government Scale 5

Reporting to: Senior Early Years Educator/ Early Years Lead

BASIC OBJECTIVES OF POST

Main purpose of the job:

To implement and work within the requirements of the Statutory Framework for the Early Years Foundation Stage

To provide high quality, fully integrated care and education for children throughout the Centre in partnership with their parents

To work as part of the multi-disciplinary team within the Centre

Liaising on a regular basis with other professionals working with children attending the Centre

Main responsibilities:

To undertake the responsibilities of a key worker within the Centre

DUTIES AND RESPONSIBILITIES

1. To foster the physical, social, emotional and intellectual development of all children attending the centre, including those with special educational needs. Adhering to safeguarding practices and procedures at all time.
2. To provide a comfortable, safe, stimulating and aesthetically pleasing environment which provides consideration of families ethnic, cultural and linguistic backgrounds and consideration for children's gender.
3. To act as a key worker:
 - a. Observing, assessing and recording with reference to the Centre policies each child's progress.
 - b. Planning and evaluating daily, weekly and termly to meet the children's needs and interests and implementing an IEP where appropriate in liaison with the SENCO.
 - c. Working with individual and groups of children as appropriate to their development both indoors and outdoors

- d.** Drawing on the expertise of colleagues within the Centre and outside agencies to draw up plans for individual children
 - e.** Displaying the children's work to draw attention to their achievements
 - f.** To provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing, also you will be required to use the dish washer, washing machine and dryer .
- 4.** To work with parents individually or in groups. This will include daily informal contacts, regular reviews, curriculum workshops and discussion groups, supporting children to settle in when transitioning.
- 5.** Enable families to help themselves and support adults in their role as parents/carers. Introduce parents of new key children to the setting.
- 6.** To work flexibly as may be required by the needs of the service i.e. working in the crèche or supporting group work.
- 7.** To be an active member of a multi-disciplinary team working in partnership with colleagues and offering support as necessary
- 8.** To support and guide students of various disciplines and volunteers
- 9.** To attend staff meetings and supervisions as required
- 10.** To keep up to date with current thinking by attending courses, reading documents etc as required fulfilling this role
- 11.** To abide by the Centre's health and safety policies and promote the Centre's Equal Opportunities Policies
- 12.** To undertake duties as delegated by the Senior EYE/ Early Years Lead and Centre Manager

**SEBRIGHT EARLY YEARS EDUCATOR
PERSON SPECIFICATION**

	Essential	Desirable
Qualifications		
NVQ Childcare Learning & Development Level 3	*	
NNEB	*	
BTEC Childcare and Education or equivalent	*	
Experience		
At least two years' experience of working or caring for children at Foundation Stage, including those who may have special needs.	*	
Working in culturally diverse environment.	*	
Record keeping, programme planning and report writing in a clear and concise manner.	*	
Experience of providing a broad and balance curriculum for children 0 - 5		
Knowledge		
Knowledge and understanding of the early years curriculum.	*	
Knowledge of current developments and legislation related to the early years	*	
An understanding of the Special Needs Code of Practice		*
An understanding of the needs of children from ethnic minorities, including children who are bi or multi lingual	*	
An understanding of Child protection procedures and the ability to use these in practice	*	
An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations	*	
First Aid	*	
Food Hygiene		*
SKILLS AND ABILITIES		
The ability to promote all aspects of children's learning and development.	*	
The ability to relate easily to children, staff, parents and other agencies	*	

The ability to work with parents individually and in groups	*	
The ability to communicate clearly both orally and in writing	*	
To prepare and present reports at children's reviews	*	
The ability to manage own workload		
COMMITMENT A commitment to and an understanding of equal opportunities and the ability to implement Hackneys Valuing Diversity Policy in this area of work	*	
An understanding of health and safety in the workplace and how to implement it in this area of work	*	
A commitment of staff development and training	*	
A commitment to incorporating customer care into work practices	*	