**Early Years Educator – Job Description**

**Job Title**: Early Years Educator **Location:** Saltwood Play and Learning Centre

**Accountable to:** Nursery Manager and Deputy Manager

**Liaising with:**

Nursery Manager, Deputy Manager, Trustees, Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health and Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

**PURPOSE OF THE JOB**

* To work as a Key Person and in partnership with the whole team; contributing to a safe, caring and stimulating environment for early years children, which meets the individual needs of children attending the Nursery.
* To work with and support colleagues in enhancing all children’s overall development; initially paying attention to the areas set within the Early Years Foundation Stage.
* To monitor any safeguarding issues following local authority procedures

**DIMENSIONS**

 Subordinates: None

 Budget: None

 Number of Children: Up to 25 in each session, however the number of Key children

 allocated will depend on level of experience and hours at work.

**PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES**

* To ensure children’s safety and welfare are priority at all times, and you are fully aware how to follow safeguarding procedures.
* To act as a Key Person to a small group of children; liaising closely and building an effective relationship with parents/carers and ensuring each child’s needs are recognised and met.
* Support the Deputy Manager in assisting with the planning using the Early Years Foundation Stage (EYFS) framework for guidance; enabling children to reach their early learning goals.
* Adhere to the Nursery’s Policies and Procedures e.g Safeguarding and Child Protection, Health and Safety, and Confidentiality; ensuring high standards are maintained at all times.
* To help set up stimulating experiences in the indoor and outdoor environment for the daily programme and to help tidy away at the end of session.
* Establish informal relationships with parents/carers of the children to ensure they are engaged in the child’s learning and development.
* Maintain a recording system for individual children, which will ensure effective storage and retrieval of information to be shared with parents and other professionals, being aware of the confidentiality of the information contained therein.
* To keep completely confidential any information regarding the children, their families or staff, which is required as part of the job.
* Assist colleagues with the assessment procedures to ensure children are progressing by listening, observing and contributing to discussions as required.
* To advise the Nursery Manager (DSL and SENCO) of any concerns over children’s development or welfare; concerns with parent/carers or staff behaviour; and the safety of all equipment in the setting.
* To support meal times; demonstrating positive behaviours and attitudes to the children.
* To attend and actively participate at team meetings, training days and outings
* To attend relevant training courses as required and have a willingness and responsibility to extend own professional development.
* To promote the Nursery to current parents/carers and potential customers.
* To act in a professional manner during and outside work duties; ensuring positive behaviours and attitudes are maintained at all times.

**NECESSARY SKILLS, QUALIFICATIONS AND EXPERIENCE**

* Minimum Level 3 qualification in Early Years education and childcare.
* Good standard of general education, together with good literacy and numeracy skills
* Paediatric First Aid certificate or willingness to obtain.
* Minimum 2 years previous experience of working with early years children and sound knowledge of child development from birth to five years.
* Knowledge of the Early Years Foundation Stage (EYFS) framework and the Statutory Safeguarding and Welfare Requirements.
* Effective communication skills to be able to establish a rapport with the children, parents/carers, other professionals, students and members of the community.
* A passion and dedication towards early years children and their families.
* Be committed to inclusive practice; ensuring all children and families are made welcome in the Nursery
* Knowledge of laptops and tablets to complete online learning journeys and reports. Training will be provided for Tapestry.
* Friendly and flexible approach at work which facilitates the development of effective relationships with colleagues, parents and children.

Your duties will be set out in the above job description but please note that the manager or trustees reserves the right to update your job description from time to time, to reflect changes in, or to your job. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job; additionally as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a criminal records check. Applicants must be prepared to disclose any convictions they may have and any court orders which have been made against them.**

 **The position will be offered on the condition that the successful candidate receives Disclosure and Barring Service clearance prior to starting work, and will be subject to a probationary period.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Post Holder)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Manager)