**Qualified Early Years Educator**

**Job Description**

Job title: Early Years Educator

Responsible to: Pre-school Manager

Purpose of the job:To work as part of the Pre-school team to provide safe, high quality education and care for young children, meeting the individual needs of those attending the setting.

**Main duties**

1. To work within the Pre-school team, supporting the planning of a purposeful, stimulating environment based on observation and rich in learning opportunities, both indoors and outdoors.
2. To promote the inclusion of all children.
3. To establish positive and sensitive relationships with children.
4. To be actively involved in the process of observation, assessment and planning.
5. To act as a role model and set achievable expectations.
6. To develop positive and sensitive relationships with parents and carers to support their role in children's learning.
7. To provide objective and accurate feedback and reports for parents and other professionals on children’s achievements, progress and related matters.
8. To be responsible for the planning, development and delivery of the EYFS, paying particular attention to the Characteristics of Effective Learning in order to meet all learning interests and needs of children.
9. To promote and follow guidelines implemented for supporting behaviour including supporting children to manage their own feelings and behaviours
10. To provide cover for existing staff whether that be to cover training, sickness or need for additional staff on rota.
11. To help set up the rooms for the daily programme and to help tidy away at the end of the session.
12. To advise the Pre-school Manager of any concerns, preserving confidentiality as necessary.
13. To ensure that children are kept safe and that you understand when to follow child protection procedures.
14. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
15. To be aware of and adhere to all the setting’s operational policies and procedures, e.g. health & safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
16. To attend meetings as required and participate in training opportunities and performance development.
17. To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting’s business plan/objectives.

**This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Manager.**

**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 orders which have been made against them.**