

## Job Description

Job Title:	Early Years Educator
Reference:	X00094 - MC
Reports to:	Nursery Manager
Responsible for:	No line management
Salary range:	Academy Banding £25,252 FTE
Contract:	Full time, term-time only

Main purpose of the role:		
Main duties:	<ul style="list-style-type: none"> <li>• Develop and maintain a constructive and ongoing rapport with children and parents</li> <li>• Create activities that are fun and educational for the children</li> <li>• Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child</li> <li>• Deliver reports on potential concerns about students as to management as needed</li> <li>• Manage day-to-day classroom activities, including structured lessons, free play, toilet breaks, lunch time and rest time for students</li> <li>• Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal or Nursery Manager</li> </ul>	
	Essential	Desirable
Qualification	<ul style="list-style-type: none"> <li>• Level 3 in Early Years.</li> <li>• EYTS Certified</li> <li>• Evidence of Continuing Professional Development relevant to the role</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• 2+ years' experience working with children in a classroom setting</li> <li>• Strong knowledge of EYFS Framework</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• The ability to provide appropriate levels of challenge so that pupils make good progress and achieve beyond their potential</li> <li>• Ability to secure high standards of behaviour by motivating, encouraging</li> </ul>	

	<p>and engaging pupils</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ability to develop in pupils the skills to work independently and collaboratively</li> <li><input type="checkbox"/> Demonstrable ability to build effective working relationships with a range of colleagues and stakeholders, including parents/carers, teachers and external professionals</li> <li><input type="checkbox"/> Demonstrable ability to communicate effectively in both oral and written form - for writing learning and support plans, reports on pupil/student progress, and training and guidance for staff</li> <li><input type="checkbox"/> Creative and innovative</li> <li><input type="checkbox"/> Excellent facilitation and presentation skills suitable up to and including senior managers</li> <li><input type="checkbox"/> Data and IT literate with good IT skills</li> <li><input type="checkbox"/> Excellent organisation and time-management skills - needed for prioritising and balancing a busy and varied workload</li> <li><input type="checkbox"/> Empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils/students and parents</li> <li><input type="checkbox"/> Analytical and problem-solving skills - necessary for analysing school, local and national data and developing appropriate strategies and interventions</li> </ul>
Qualities	<ul style="list-style-type: none"> <li><input type="checkbox"/> Caring and nurturing attitude towards children</li> <li><input type="checkbox"/> Able to confidently liaise with senior colleagues including in formal settings</li> <li><input type="checkbox"/> Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures</li> <li><input type="checkbox"/> Personal and professional authority and resilience</li> <li><input type="checkbox"/> Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture</li> <li><input type="checkbox"/> Empathetic, tactful and diplomatic</li> <li><input type="checkbox"/> Solution focused, working collaboratively and collegially with colleagues and stakeholders</li> </ul>

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|  | <ul style="list-style-type: none"><li><input type="checkbox"/> Excellent inter-personal skills</li><li><input type="checkbox"/> A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments</li></ul> |
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