

## Job Description

**Position Title:** Early Years Educator

**Reports to:** Early Years Team Manager

### 1. Job Purpose

To build a worldclass nursery that consistently delivers fabulous learning, play and fun.

### 2. Main Duties and Responsibilities

- To nurture all children and adults within the setting, incorporating our Imago values caring about our people and being kind to each other. We're ambitious, ethical, sustainable and, most importantly, we're accountable.
- To work as part of a team to provide an enabling environment in which all individual children are safe, secure and can play, develop and learn.
- Contribute to the provision of a high quality-learning environment which reflects the setting's pedagogy and meets the needs of individual children, including disabilities, family cultures and students.
- Plan broad, balanced, stimulating and challenging experiences both indoors and outdoors in all areas of learning for children's individual needs, interests, and stages of development.
- Deliver high quality teaching and learning including planned, child-initiated play, adult led, small group and continuous provision.
- To effectively support children's communication needs including English as an additional language and implement a range of communication strategies including signs, symbols, visual timetables and Makaton.
- To form secure attachments and build a positive relationship with parents and other key adults by providing daily feedback, sharing observations, written reports and discussions as needed.
- To act as key person for individual children ensuring that every child's care and learning is tailored to meet their needs.
- To keep accurate, systematic, and timely range of observations, assessments, and records of children's development on a handheld tablet or similar system.
- To implement daily welfare requirements, policy and procedures including risk assessments, health and safety checks, accident forms and first aid.
- To identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way including recording information, case records and providing reports when appropriate.
- To ensure good standards of safety, hygiene and cleanliness are always maintained.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of your role.
- To take ownership of ongoing personal development and contribute to the setting as a learning community by attending team training and team meetings, sharing training, skills, and experiences.
- Other duties and responsibilities commensurate with the level of this post.

3. **Other Responsibilities**

- To ensure you are aware of all relevant emergency and evacuation procedures.
- All employees have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions.
- All employees are required to adhere to Loughborough University Nursery's Health, Safety and Environmental policies and procedures.
- All employees should hold a duty and commitment to always observing Loughborough University Nursery's Equality and Diversity policy and procedures. Duties must also be carried out in accordance with relevant Equality and Diversity legislation.
- You may be required to work outside of normal contracted hours if necessitated by the exigencies of the business.

I confirm that I have read and agreed this job description which explains the main duties of my role.

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

Print name: \_\_\_\_\_

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

## Job Specification

	Essential	Desirable	Stage to be Assessed
Experience and Training	<p>Experience working with young children 0-5 years.</p> <p>Knowledge of child Safeguarding policy &amp; procedures.</p> <p>Knowledge of Health and Safety and practical hygiene issues.</p> <p>Knowledge of Statuary framework EYFS.</p>	<p>Knowledge of curriculum planning for educational programmes which have depth and breadth across the prime and specific areas of learning.</p> <p>Good understanding of communication strategies includes signs, symbols, objects of reference and Makaton signing.</p> <p>Experience of observation assessment and planning including Famly or similar database.</p> <p>Experience of key worker systems.</p> <p>Experience of supporting children with additional needs.</p>	All to be assessed at stages 1, 2 and 3
Skills and Abilities	<p>Good communication skills.</p> <p>The ability to work as part of a team.</p> <p>Basic knowledge of using a tablet.</p> <p>Good organisational skills.</p> <p>Ability to have fun with children.</p>	<p>Demonstrate creative ability.</p> <p>Computer literate.</p>	All to be assessed at stages 1, 2 and 3
Education/Qualifications	<p>GCSE English and Maths (Grades A-C)</p> <p>NVQ level 3 in Childcare qualification or above.</p>	<p>Current Paediatric First Aid qualification.</p> <p>Basic Food Hygiene Certificate.</p> <p>Safeguarding Common Core Competency level 2.</p>	All to be assessed at stage 1
Equality and Diversity	<p>Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.</p>		3
Other	<p>Flexible, able to occasionally work extra hours in order to meet business needs.</p>		3

	Willing to wear corporate uniform.		3
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Stages in assessment:

1= application form

2= selection test(s)

3= interview