

## Job Description

**Position Title:** Early Years Educator

**Reports to:** Early Years Team Manager

### 1. Job Purpose

To provide outstanding early years education including physical, emotional, social and intellectual education and care for all children in the setting.

### 2. Main Duties and Responsibilities

- To nurture all children and adults within the setting and be part of a learning community.
- 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 EAL 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 individual 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 staff training, 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

**Position Title:**      **Early Years Educator**

	<b>Essential</b>	<b>Desirable</b>	<b>Stage to be Assessed</b>
<b>Experience and Training</b>	<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 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 eyLog or similar database.</p> <p>Experience of key worker systems.</p> <p>Experience of supporting children with additional needs.</p> <p>Knowledge of Statutory framework EYFS.</p>	All to be assessed at stages 1, 2 and 3
<b>Skills and Abilities</b>	<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
<b>Education/Qualifications</b>	<p>GCSE English and Maths (Grades A-C)</p> <p>Prepared to gain an Early Years qualification.</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

<b>Equality and Diversity</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.		3
<b>Other</b>	Flexible, able to occasionally work extra hours in order to meet business needs.  Willing to wear corporate uniform.		3  3

Stages in assessment:

1= application form

2= selection test(s)

3= interview