

Putnoe Woods Preschool



Wentworth Drive
Bedford
MK41 8QA
01234 267832
www.putnoewoodspreschool.co.uk

JOB DESCRIPTION

Early Years Educator

Putnoe Woods approach is to ensure the preschool provides a safe, caring and educational environment both indoors and outdoors throughout the core day in line with the EYFS. All the children within our care will receive stimulating experiences and opportunities to learn through activities that meet individual needs and wellbeing. To successfully achieve this ALL staff will be expected to role model best practise and lead by example.

To have a sound understanding and knowledge of Putnoe Woods Safeguarding Policies and Procedures maintaining the safety, security and wellbeing of all children at all times.

'the health, safety and welfare of the child is paramount'

As an Early Years Educator in a room-based role you will be expected to provide high quality childcare, caring and nurturing for individual needs. An Early Years Educator is expected to act as a positive role model, working effectively within the team, using their initiative within the room and providing outstanding care in accordance with Putnoe Woods Mission Statement

REPORTS TO PRESCHOOL MANAGER

Key Responsibilities

Childcare and Education

- To have an understanding and assist in the implementation of the Early Years Foundation Stage and ensure that each child is treated as an individual and that their developmental needs are met on an ongoing basis and fully reflects individual progress
- To have an understanding and ability to put into practice Putnoe Woods Safeguarding policies and procedures for every child
- To have an understanding of the Prevent Duty and ensure its practices are embedded within the preschool

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- To ensure that all children attending the setting are kept safe and receive rich and stimulating play experiences which support all aspects of the EYFS
- To ensure that the preschool provides a safe, caring, stimulating and educational environment both indoors and outdoors on a daily basis
- Provide high standards of quality within the setting including the environment, resources and experiences offered to children
- Work in parallel with the routine of the room on a daily basis and ensure daily activities are based on individual interests
- Assist in planning for the EYFS curriculum and maintain accurate and effective children's records
- Assist in the assurance that planning is up to date on a weekly basis
- Ensure that children are kept safe and that staff understand, and when necessary follow, Safeguarding Procedures
- Ensure settling in visits and transitions are implemented in line with Putnoe Woods Transition and Settling in policies and Procedures.
- Ensure a consistent approach with regard to behaviour management strategies
- Ensure that individual needs are met by implementing an effective key person approach
- Ensure that you have keep yourself up to date with current developments in childcare and education policy and practice
- Reflect on daily practices, evaluate and consider ways of improvements and moving forwards as and when deemed necessary

Working in Partnership

- To implement Inclusive Practice working within partnership with every child, family, colleagues and external agencies
- Promote and facilitate partnership with parents/carers and other family members
- Support the development of good practice with regard to behaviour and special educational needs and inclusion
- Work in partnership with other agencies to provide the best possible outcome for all children, i.e. Early Years advisors, schools, SEND team
- Share necessary knowledge, information and ideas with multi agencies about children's development

Health and Safety

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- To meet requirements of regulatory bodies with relation to EYFS matters, special needs, child protection, Health and safety and to ensure that the settings policies and procedures are adhered to
- Ensure you have an understanding of the pre-school Health and Safety policies and procedures and Risk assessment Manual
- Undertake a shared responsibility for health, safety and cleanliness throughout the preschool
- Ensure the general cleanliness of the children at all times
- Be fully aware of all emergency and security procedures e.g. fire evacuation, security, dropping off and collection of children
- Be able to recognise when a child is in danger or at risk of harm and take action to protect them in line with Putnoe Woods Safeguarding and Health and Safety policies
- Ensure all relevant paperwork is completed as per Putnoe Woods Operation Procedures i.e. Accident and Incident forms
- Operate the highest standard of hygiene and cleanliness in the nappy changing area and food surface area
- Assist in maintaining the preschool building, resources and equipment to a high standard reporting maintenance or cleaning issues appropriately and promptly
- Assist with the care, maintenance and security of all equipment and toys within the preschool

School Development Plan

- Promote the preschool to current and potential customers
- Support the manager and staff during inspections by regulatory bodies and to assist in the implementation of any recommendations
- Contribute to parent consultations, staff meetings and any other events that may be organised by the pre school
- To offer thoughts and suggestions that will support the completion of the ACE and SEF.

Staff

- Develop positive working relationships with colleagues maintaining a mutual respect at all times
- Be responsible for participating in all self-development activities, including appraisals, supervision etc.

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- To assist in the completion of Professional Discussions dependant on the sensitivity of the matter
- Act as a role model to support less experienced staff and students and that they feel they are able to ask for your help and advice

Personal

- Attend staff meetings and training sessions as required
- Be responsible for participating in all self-development activities, including appraisals, supervision etc.

Communication

- Have a sound understanding that communication is a key part of all working partnerships - the words we use, our vocal tone and manner, body language and the way in which we listen
- Ensure that you communicate and feedback to parents in a sensitive, positive, clear and constructive manner
- Respond to parental requests, support and respect their needs whilst maintain confidentiality
- Develop Parent Partnerships contributing to events such as fundraising, stay and play, parent consultations etc.

General

- Show a willingness to undertake any other duties as reasonably requested by line management
- Adhere to and abide by Putnoe Woods settings Policies and Procedures
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- Ensure the settings policies on diversity and equal opportunities are adhered to
- Act as a representative for Putnoe Woods promoting a professional image at all times
- Maintain a professional approach, behaviour and confidentiality at all times. Pre-school issues should not be discussed outside of the workplace or on social networking sites
- Maintain appropriate relationships with colleagues, children, parents, volunteers and students at all times
- Complete mandatory training as requested



- Demonstrate a commitment to update your own knowledge through local or national training, media, educational websites to support your continuous professional development and feedback information acquire.

PERSON SPECIFICATION

To be used for recruitment and selection purposes

Criteria	Essential	Desirable	Measure
Childcare and Education			
Knowledge of the EYFS	X		A / I
Knowledge of Safeguarding Procedures	X		A / I
Sound knowledge of planning		X	A / I
Previous experience of children 0 - 5	X		A / I
Understanding of the key person approach		X	A / I
Working in Partnerships			
Sound verbal and communication skills	X		A / I
Ability to develop effective working relationships with colleagues and families		X	A / I
Ability to develop working relationships with external agencies		X	A / I
Confidence and ability to lead a team		X	A / I
Inclusive Practice			
Ability to demonstrate a positive attitude towards inclusion	X		A / I
Health and Safety			
Current First Aid qualification		X	A

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Updated Safeguarding training	X		A / I
To be confident and have experience in Safeguarding issues		X	A / I
Understanding of all areas of Health and Safety within the pre-school environment		X	A / I
General			
Commitment to continuous professional development	X		A / I
Flexible to undertake other tasks as and when required		X	A / I
Professional approach and professional role model	X		
Childcare and Education qualification equivalent to NVQ Level 3 or above	X		A / I
GCSE Maths and English Grade C and above		X	A / I