

Job Description

EARLY YEARS EDUCATOR L3

Reports to: Room Leader

As an Early Years Educator in a room-based role you will be expected to provide high quality childcare whilst caring for individual needs. **A sense of fun and can-do attitude is essential in this role.** 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:

At Putnoe Woods we strive to be a fun, affordable, inclusive Early Years setting where children are welcomed, valued and encouraged to reach their full potential in a safe and nurturing environment. We strive to develop our parental partnerships as parents are their child's first educators'

Key Responsibilities

Childcare and Education

- To understand and put into practice our Safeguarding and Prevent Duty policies and procedures for every child.
- To ensure that all children are kept safe and appropriately cared for and that their welfare is paramount.
- Immediately establish a relationship with your key children to enable you to ensure their individual needs are being met.
- To ensure that the Early Years Foundation Stage is implemented ensuring that developmental needs are met and individual progress is made.
- Prepare, supervise and ensure rich & stimulating activities both indoors and outdoors daily.
- Ensure activities are inclusive and accessible to all children.
- Use your initiative and expand learning in the moment whenever possible.
- Participate in groups activities. Sing songs, nursery rhymes and read stories.
- Contribute and implement the weekly planning in line with the EYFS curriculum.
- Utilize the I Connect childcare system to its full advantage adding moments and events as required.
- Input and update child records on the I Connect system in a timely manner.
- Carry out settling visits and transitions that are in line with Putnoe Woods Transition and Settling in policies and Procedures.
- Complete a baseline assessment 4 weeks from the child's start date. Then complete assessments at 6 monthly intervals at 12, 18, 24 months etc.
- Carry out a minimum of 2 quality observations per child per month, uploading these onto the child's record.
- Use dedicated tablet time to review observations and link to development.
- Maintain accurate and effective child records.
- Ensure a consistent approach regarding behaviour management strategies within the preschool.

- Always ensure the general cleanliness of the children and assist with handwashing.
- Consistently use appropriate tone, language and handling for the age group.
- Work with the team to ensure meal times are a pleasant experience and encourage appropriate use of cutlery and drinking facilities.

Working in Partnerships

- Foster positive working relationships with colleagues maintaining mutual respect at all times and communicating in a positive manner.
- Maintain appropriate relationships with colleagues, children, parents, volunteers and students at all times.
- Contact parents with regard to parent consultations once assessments have been published. These may be face to face or a telephone consultation.
- Ensure that you communicate and feedback to parents in a sensitive, positive, clear and constructive manner.
- Maintain confidentiality.
- 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.
- 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.

Health and Safety

- Ensure you have an understanding and implement 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, reporting concerns of maintenance & cleaning immediately.
- Report any damage to equipment immediately.
- 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 accident & incident forms are completed correctly.
- Operate the highest standard of hygiene and cleanliness in the nappy changing area and food surface area.
- Assist with the care, maintenance and security of all equipment and toys within the preschool.
- Adhere to the preschool's handwashing and cleanliness routines.
- Ensure that dining areas are kept clean and tidy and food debris is cleared once mealtimes are finished.
- Ensure that you are aware of individual children's dietary requirements and parent permissions such as application of suncream, use of face paint and permissions regarding photography.

General

- Carry out all your duties with a smile and a sense of humour.
- Be responsible for participating in all self-development activities, including appraisals, supervision and professional discussions.
- 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.
- Attend and contribute to staff meetings and training sessions as required.
- Contribute to events such as fundraising, stay and play,
- 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.
- Maintain a professional approach, behaviour and confidentiality at all times.
- Complete mandatory training as requested including Safeguarding, First Aid, Food Hygiene and Health and Safety training.
- 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.
- Support the manager and staff during inspections by regulatory bodies and to assist in the implementation of any recommendations.
- Take on additional responsibilities that may be of interest and promote the preschool as an outstanding setting.
- Adhere to the preschools uniform policy.
- Adhere to the preschools Code of Ethics and Staff Behaviour Policy.

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
Understanding Behaviour Management		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 / I
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		A / I
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