



EARLY YEARS EDUCATOR (NVQ Level 2/3 or equivalent) JOB DESCRIPTION

Revised March 2022

Royal Naval Pre-school Learning Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We provide early help through support working with local agencies to identify children and families who will benefit and, we undertake assessment of the early help needed and provide targeted services to address those needs.

Job Title : Early Years Educator

Accountable to: Childcare Manager, the senior management team and Trustees

Experience : Early Years Educators will have a recognised Childcare / Early Year's qualification at Level 2/3 (or equivalent). Experience of Working in an early years childcare setting. They will demonstrate Knowledge of Ofsted and the Statutory Framework for the Early Years Foundation Stage.

Role in the setting:

The role of the Early Years Educator within the childcare setting is to support and promote children's early education and development.

To plan and provide effective care, teaching and learning that enables children to progress and prepares them for school. Making accurate and productive use of assessments. Developing effective and informed practice.

To safeguard and promote health and safety and the welfare of all children, working in partnership with colleagues, parents and carers and other professionals.

Ensuring that all children are stimulated within a positive learning environment and kept safe from harm and abuse in line with organisations Safeguarding Policy.

The Early Years Educator will be responsible for: -

- Working with children from birth to approximately school age and up to 8 years in some settings, that offer extended hours. This will be in line with all relevant legislation and thereby supporting the childcare manager by working to agreed policies, procedures and directed tasks.
- Working with the childcare manager(s) and other staff with the daily routines of the childcare setting, deployment of staff in the childcare setting, activities, planning monitoring and evaluation.

- Caring and educating the children in the childcare setting within a key person structure, promoting good practices and being a role model for other staff within the childcare setting.
- To always ensure the safeguarding and the welfare of the children in the childcare setting.
- Compliance with the Early Years Foundation Stage Statutory Framework.

Duties and Responsibilities

a) Organisational responsibilities

- To ensure that security is always maintained adhering to the organisations policies and working practices.
- To ensure that ratios are always adhered to within the working day whilst children are present.
- To be responsible for the children's social, emotional and educational development. This involves planning and supervising activities. The Early Years Educator is responsible for observing and monitoring all children.
- To be responsible for the well-being and care of all children, including physical care such as feeding, nappy changing, their welfare, health and dietary requirements, including implementing the medication policy when appropriate and safeguarding all children in your care.
- To deliver a service of the highest standard that will develop and improve each child's quality of life. To respect each child as an individual, taking in their appropriate needs.

b) Environment

- To provide a safe learning environment through the risk assessments of the Childcare setting, activities provided, toys, equipment. All staff, to implement safety rules inline with policies and procedures.
- To help provide an environment where enjoyment and fun are linked with discovery and learning.
- To be responsible within the room with planning for all children and the preparation of resources and materials needed for planned childcare activities, interest tables and displays to stimulate communication and conversation.
- To be responsible within the childcare setting for the cleaning of areas such as Kitchens, tables after meals, cleaning toys and equipment on a regular basis and cleaning at the end of the session following the Standard Operational

Procedures; including areas such as toilets (children's and staff), floors and outside areas.

- To carry out necessary cleaning tasks to ensure a safe, hygienic environment this can mean operating outside of opening times when children are not present.
- To assist the Childcare Manager with the care and maintenance of furniture, toys equipment and resources. To monitor stock levels of consumables and to request items as they may be required.
- To plan effective individualised learning programmes for key children linked to their next steps and to work with other key workers to share information about all children.
- Make accurate and effective use of assessments. Completing all required assessments within deadlines set. Plan next steps and coordinate activities to extend learning.
- Understand and support expected patterns of children's development within the age range of children attending the childcare setting.
- Plan, lead , teach and model activities, purposeful play opportunities, and educational programmes, which include the learning and development areas of current education curriculum requirements
- Provide learning experiences, environments, and opportunities appropriate to the age and stage of the child meeting their needs and groups of children.
- Identify and act upon own responsibilities in relation to health and safety, security, confidentiality, or information collated about children, safeguarding and promoting the welfare of children.
- Support key children's transitions through the childcare setting and with other settings or schools.

c) Communication

- To create positive relationships, by working in partnership with the child's Parents/ guardians/ carers. To undertake good and effective communications With all staff and the child's parents/ guardians/ carers and any outside agencies Involved with the childcare setting.
- * You will be required to attend all staff meetings held by the Childcare Manager.
- As a key person you will be required to be the main point of contact for the child and its parents/ guardians/carers. Communication is essential daily for continuity of care , and you will be working alongside and with the staff team and any other childcare setting the child attends.

- To work to good and safe practices whilst using ICT for setting business including correspondence with other childcare settings or agencies if appropriate to do so.
- When using the Internet within the childcare setting security and professionalism to be always exercised. Maintaining through monitoring and reporting to the setting manager any undesirable messages etc through the internet incident log book.

d) Representation/liaison

- To value partnerships and involvement with children and parents/guardians/carers in the curriculum and running of the childcare setting in order to promote self-esteem. To support effective communications with all staff and parents/ guardians/ carers.
- To adhere to the organisations social media and mobile phone policy whilst working in the childcare setting.
- To behave professionally and appropriately when representing the organisation at training or on visits outside of the childcare setting.

e) General duties

- To attend and contribute to staff meetings and organisational priorities such as SEN reviews if appropriate and any meetings with parents/guardians/carers.
- To participate in shared team planning on an agreed basis with the childcare setting manager.
- To participate in observations weekly, half termly, termly along with assessments of children and preparing reports on children's work and development. Record keeping must be of a professional standard and checked by the childcare setting manager prior to being released.
- To self manage record keeping time allocated by the childcare setting manager, meeting all dead lines set internally or externally.
- To contribute to the social and extra – curricular activities of the childcare setting and assisting with the organisation as required.
- To be punctual and ready for work and leave the childcare setting secure and ready for the following session, ensuring that plans are ready to be implemented and resources are available.
- Abide by the organisational policies and procedures, and to be flexible within the broad remit of the post.

- Following training from the childcare setting manager undertake register duties as part of the rota team to ensure that core business can always continue. Ensuring the childcare setting manager is alerted to any monies outstanding and no childcare fees allowed accumulating.
- Attend all training as appropriate to the Early Years Educator role, this may include courses outside of working hours/term time to further develop your skills and qualifications to enhance both the childcare setting and yourself.

Key Person

As a Level 3 Early Years Educator you will be required to be a key person to a group of children. The key person must help ensure that every child's learning and care is tailored to meet their individual needs. The key person must seek to engage and support parents and/or carers in guiding their child's development at home. They should also help families engage with more specialist support if appropriate. Key Persons must complete their own Individual Educational Plans which will be supported by the childcare's setting SENCO for key children who need additional support .

- *There may be occasions where you are required as a Level 3 Early Years Educator to undertake one to one activities under the supervision and guidance of the setting's SENCO or Manager or to work alongside the SENCO or Manager supporting them working with a child with SEN. The Child's records, Individual Educational Plans, Educational Health Care Plans and other relevant paperwork will become part of the key persons responsibility and supported by the SENCO unless stated otherwise by the Childcare Manager.*

f) **Continual professional development.**

The Early Years Educator will strive to ensure their sector specific knowledge is kept up to date, current and in line with recommendations from outside agencies and Ofsted. This will include attending mandatory training courses externally and internally from time to time.

The childcare setting Manager will undertake supervision on a termly basis unless there is cause for concern over performance in which case this will be addressed as soon as possible. An Annual Appraisal will take place with the Area Coordinator at prearranged times.

First Aid training will be organised twice a year to ensure that all staff hold a current and relevant qualification and copies of certificates must be always held within the childcare setting. Staff without First Aid certification will be unable to work, and it is the responsibility of the staff to monitor and review the dates for renewal informing the Childcare setting Manager when appropriate.

- g) Childcare staff may be requested to work with prior notice within other Jack and Jill's Childcare settings around the city from time to time. This will enable staff to

gain a wider experience and knowledge of the organisation's work, along with the sharing of information and good practices.