 **Job Description – Early Years Educator**

**This position is working to cover staff illness but may become permanent.**

**Job Title: Early Years Educator**

**Responsible to: Nursery & Pre-school Leader**

**Responsible for: Children, Volunteers and students**

**Hours of Work: Term time only, 35 hours per week – Monday, Tuesday, Wednesday. Thursday & Fridays 8.30 to 15.15 plus weekly staff meeting**

**Pay: L3 Qualified £11.68 / hour including proportional holiday as term time only position**

**Purpose of Job:**

To work as a key-worker and as part of the Nursery & Pre-school team with the support of the Pre-school leader to provide safe, high quality education and care for young children aged from 6 months to 4.5 years

**Main duties**

1. To be accountable to the Nursery & Pre-school Leader/Deputy and Director
2. To input and assist with the planning of the curriculum including observations and assessment of children’s progress and proportional recording of this.
3. To work with the team to plan termly and weekly, the play and activities appropriate for the age and stage of children linked to the Areas of learning. To implement these plans fully.
4. To work as part of a team providing a high-quality service for children and their parents
5. To help to set up the space for learning through play, based on the needs of the children and to help tidy away at the end of the session.
6. To act as a key worker to a small group of children, liaising closely with parents/carers and ensuring all children's needs are recognised and met, keeping their Learning Records and undertaking Progress checks
7. To advise the leader of any concerns e.g. over children, parents or the safety of equipment, safeguarding, Prevent, preserving confidentiality as necessary.
8. To undertake health and safety checks on equipment and environment as appropriate and ensure the security of children at all times.
9. To supervise and facilitate appropriate play for children in your care, both inside and outside in line with the EYFS July 2023
10. To work to all BAPP’s policies and procedures at all times.
11. To ensure resources and equipment are cleaned, tidied and stored safely.
12. To teach children, offering an appropriate level of support and stimulation.
13. To input to and attend staff meetings.
14. To attend in-service training courses and meetings as required.
15. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
16. To undertake any other reasonable duties as directed by the Pre-school leader, in accordance with the pre-school's business plan/objectives.
17. To undertake any responsibilities in relation to SEND in order to support a child’s inclusion
18. To support other staff, students and Volunteers.
19. To undertake any duties required as support for the safe running of the setting

***NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.* The successful applicant will be required to have an Enhanced DBS Disclosure and two satisfactory references**

**Person specification**

***Essential criteria***

1. Willingness to learn and undertake continuous professional development training
2. Hold an NVQ Level 3 in Early Years, Teaching or equivalent level 3 or higher childcare qualification.(must be full and relevant to Early Years)
3. A minimum of 2 years’ experience of volunteering or working with young children under 5 years
4. Have good understanding of the EYFS September 2021 and be confident in supporting children’s learning in all areas
5. Have completed Safeguarding training relevant to the role or be willing to undertake training and willingness to update regularly
6. Commitment to inclusive practice.
7. Excellent communication skills with young children and their families.
8. Kind, calm, friendly and flexible
9. Ability to work on own initiative and take responsibility as directed by the Leader where present or absent
10. To be flexible in hours and duties in order to meet the needs and requirements of the Nursery & Pre-school.

***Desirable criteria***

1. Full and valid Paediatric First Aid Certificate and Food Hygiene Certificate