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Heathlands Community Pre-school and Out-of-School Club

Chatsworth Drive

Ipswich, Suffolk

IP4 5XD

Tel: 01473417517

**Job Description**

**Position:** Early Years Educator

**Purpose of Job:** To work as an effective member of the *setting* team in the provision of high quality inclusive play and learning opportunities for all children attending the setting. To work with colleagues to provide a safe, welcoming, purposeful, stimulating and encouraging environment both indoors and outdoors.

**Responsible to:** Pre-school leader

**Responsible for:** None

**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.**

# Main Duties

1. **Planning and organisation** - planning and delivery of the EYFS curriculum, indoors and outdoors, in accordance with the 7 areas of learning, characteristics of effective learning

* To help set up the learning environment for the day and to help to tidy away at the end of the session, ensuring that all toys and equipment are clean and safe at all times
* Implementing risk assessments, as delegated, to ensure the well-being of children and adults in the setting
* To assist with the planning of activities and the continual enhancement of the learning environment (quality improvement)

1. **High quality practice**

* Keep up-to-date with current good practice in the EYFS
* To interact and play with children, supporting them to develop skills, To be flexible, responsible and caring at all times
* To recognise individual needs – Special Educational Needs (SEN) and disability, English as Additional Language (EAL) and cultural diversity
* To act as a key person for a group of children and their families.
* To observe and record children’s developmental progress and record in their My Learning Journey – to include the two year old progress check
* To be an active member of the team
* Ensuring confidentiality is maintained at all times
* To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with the policies and procedures
* Attend regular team meetings and supervisions
* To promote smooth transitions for children

1. **Statutory, setting and legal obligations**

* Knowledge and understanding of the EYFS, local safeguarding procedures and Health and Safety
* To ensure an up-to-date knowledge of local safeguarding children procedures and ensure these procedures are embedded in everyday practice
* To provide First Aid when necessary and contribute to keeping written records of incidents, accidents and concerns
* To keep abreast of current developments and legislation by attending relevant training, network meetings, and reading relevant publications

1. **Other**

* To undertake any other reasonable duties as directed by the supervisor in accordance with the settings’ objectives and business plan

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by their line supervisor.

## Person Specification

**Post**  Early Years Practitioner

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| Essential | Desirable |
| **Education and Training**   * Level 2 in Early Years and Childcare | * GCSE Maths and English at Grade C or above * Level 3 in Early Years and Childcare * Up-to-date Safeguarding, Paediatric First Aid and Food Hygiene training * Evidence of relevant Continuous Professional Development * Up-to-date with latest relevant research and theories * Playworker Level 3. |
| **Experience**   * 1-2 years experience * Ability to work as part of a team and on own initiative * Some experience of contributing to planning, developing, monitoring and evaluating both the learning environment and children’s individual development | * Experience of the full age range from birth to 11. * Experience of working in an out of hours club. |
| **Abilities, Knowledge and Skills**   * Ability to work as part of a team and on own initiative * An awareness and understanding of inclusive practice * An enthusiastic approach to caring for young children. * Must have a commitment to equal opportunities * Must have good time management and organisational skills. * Must have very good interpersonal skills. | * Experience of working in partnership with parents and carers * Experience of working in partnership with other agencies * Knowledge of planning and providing for high quality childcare and education * Knowledge of supporting children’s behaviour * Knowledge of SEN code of practice * Ability to use IT systems * Knowledge of the Early Years Foundation Stage Framework. |
| **Other**   * Commitment to attend training and other development opportunities |  |