

**JOB DESCRIPTION**

**JOB TITLE:** Early Years Educator for children of 2, 3, 4, 5 and 6 years of age

**BASED:** Bawdsey CEVCP School

**RESPONSIBLE TO:** Headteacher and class teacher

**JOB PURPOSE:**  To work as an effective member of the Bawdsey CEVCP School 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.

**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- as needed
* 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 provide personal help to pupils who may need toileting assistance/ nappy changing.
* 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 class teacher or Headteacher 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 the class teacher or Headteacher.



**Person Specification for the role of EYFS practitioner**

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| Essential | Desirable |
| **Education and Training**  Consider the level of qualifications you want, but the EYFS minimum is:   * Level 3 NVQ in Early Years and Childcare or equivalent qualification | * GCSE Maths and English at Grade 4 or above. (Or equivalent) * 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 |
| **Experience**   * Experience working with EYFS children | * Experience of working with children from 2 yrs old to 6 yrs old. |
| **Abilities, Knowledge and Skills**   * Some experience of working in a child care setting * Ability to work as part of a team and on own initiative * An awareness and understanding of inclusive practice   Also consider personal characteristics, such as:   * Self-reflection * Time management skills * Organisational skills * Inter-personal skills * Interaction with children * Commitment to working collaboratively and positively within a team * Commitment to equal opportunities | * Experience of working in partnership with parents and carers * Experience of working in partnership with other agencies   Consider:   * Knowledge of planning and providing for high quality childcare and education * Knowledge of supporting children’s behaviour * Knowledge of SEN code of practice |
| **Other**   * Commitment to attend training and other development opportunities |  |