



Job Title: Early Years Educator

Permanent post, reports to the Head of School, key part of the early education team

Main Purpose of the Job

To deliver educational programmes to children that support children's development and learning. To help design and deliver a range of activities that support children's development and empower children to become confident learners. To use effective tools to monitor individual children's progress, using the EYFS framework and using this information to report on the progress they are making in their learning. To conduct evaluations that inform and shape planning and delivery. To provide opportunities for parents and their children to play and interact together with the ultimate goal of enabling children to become school-ready.

Main Responsibilities

- To be a highly motivated Early Years teacher, role-modelling excellent practice to children as identified in the Early Years Inspection Handbook.
- To stay abreast of current Early Years initiative and legislation and ensure that this informs your practice.
- To have consistently high expectations of what children can achieve and support their learning.
- To have a secure understanding of the age group you are working with and have relevant subject knowledge that is detailed and communicated to the children.
- To gather assessment information looking at what children already know and can do and keep the record informed by their parents or other providers.

- To use assessment information to plan appropriate teaching and learning strategies, including to identify children who are falling behind in their learning or who need additional support, enabling children to make good progress.
- To help children understand how to develop as a result of regular interaction and encouragement from staff, and to help parents understand how their children should progress and how they can contribute to this.
- To develop strong working relationships with parents and support them by providing information that helps them to understand how children are doing in relation to their age and what they need to do to progress.
- To be a reflective practitioner using evaluative tools to monitor and improve practice.
- To help parents understand how the school records their child's learning and developmental progress using specialized assessment records.
- To document and report on children's developmental progress using the Early Years Outcomes document and other relevant documents.
- To liaise with the Deputy / Early Years lead to analyse data to shape services.
- To liaise with colleagues to plan and implement stimulating and age appropriate developmental programmes for young children using the Early Years Foundation Stage Framework and the setting's hybrid approach by ensuring full use of the indoor and outdoor environments throughout the year.
- Maintain equipment and environment by setting up and clearing away in a timely fashion.
- Ensuring that the premises used for provision are fit for purpose by undertaking risk assessments, especially those environments that have multi-functional use.
- To proactively promote an inclusive environment, welcoming all families using the school.
- To be aware of and maintain Health and Safety regulations, reporting any concerns to the person in charge.
- To be aware of the safeguarding procedures and to report immediately to the line manager concerns which arise day to day.

- To meet regularly with the management team for group supervisory sessions and relevant training.
- To undertake any relevant or appropriate training as required.
- To be aware of the school's confidentiality procedures.
- To ensure equality of opportunity and recognition of diversity are promoted through effective teaching

Person Specification

Essential requirements of the post

1. Experience and qualifications:

The post holder must hold Level 3 qualification in Early Years Education and have at least 2 years of experience of working with young children, particularly 2-5 year olds

- Experience of working with children and families, identifying support for developing children' learning.
- Experience of working as part of a team.
- Experience of teaching and delivering planned learning experiences.

2. Knowledge and Understanding

- A good overall knowledge and understanding of the EYFS, Ofsted Common Inspection Framework and relevant current legislation.
- A solid understanding of the developmental needs of young children, particularly 2 to 5 year olds.
- A good understanding of what constitutes a quality early education environment.
- An up to date knowledge and understanding of safeguarding requirements and procedures.

- A good understanding of making accurate assessments of children's learning and development and devising appropriate next steps to their learning.
- Experience with, or ability to learn to use, specialised software (Tapestry) for children's individualized learning journeys.
- A commitment to inclusive and non-discriminatory working practice with children, families, colleagues and the community.

Skills and Abilities

- Good observational and assessment skills and the experience of maintaining learning records for children.
- Ability to communicate effectively with people.
- Good planning skills.