-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

|  |  |  |  |
| --- | --- | --- | --- |
| Directorate: | Childrens Services | **Section**: | Starting life well |

|  |  |
| --- | --- |
| Job details |  |
| **Job title:** | Early years educator |
| **Grade:** |  |
| **Location of work:** | Local Authority Nursery |
| **Directly responsible to:** | Nursery Manager. |
| **Directly responsible for:** |  |
| **Hours of duty:** | 36 hours per week, ( in line with single status agreement ) |
| **Primary purpose of the job:** | **Under the overall direction of the Nursery Manager and the day to day direction of the Room leaders, help to provide a high quality Educare provision which supports children’s learning. To support partnerships with parents/carers and professionals to provide inclusive Early Years Services framed by relevant policies and legislation.** |
| **Post ref no:** |  |

|  |  |  |
| --- | --- | --- |
| Main duties and responsibilities/accountabilities | | |
| **1. Childcare and Education**  1.1 To promote an inclusive environment that is warm, secure and welcoming in order to promote the  development of individual children to ensure that children reach their full potential.  1.2 To be responsible for maintaining and monitoring children’s records as requested, under the direction of the Team Leaders and the Nursery Manager.  1.3 To supervise and work directly with children in both individual and group situations and under the direction of the Nursery Manager and Team Leaders    1.4 To contribute to the development of curriculum plans and to support the delivery of individual learning programmes for children in order to achieve high quality educational attainment.   * 1. To work alongside the Nursery Management, Room Leader and Starting Life Well Team in the implementation and delivery of the Early Years Foundation Stage.   2. To be a key person to a group of children and support their development using observation and planning systems to track children’s progress and maintain their personal files and Learning Journeys. To attend to children’s needs and to promote their independence.   3. To comply with the statutory duty and meet all welfare requirements and to use the guidance within the EYFS.   4. To implement and understand all nursery policies and procedures and put these into practice including Safeguarding, security and data protection   5. To work in partnership with parents to share learning between home and setting to meet the individual needs of the child.     1.8 To maintain appropriate cleanliness and hygiene within designated areas of the nursery. Ensuring that equipment is maintained and resources are prepared as necessary.  1.9 To ensure that staff are aware of and implement the City Councils corporate Policies and Risk Assessment and these are met when duties are carried out.    1.10 Each employee has a responsibility for their own safety and must not endanger that of Service Users, Colleagues or Visitors in the workplace    1.11 To support and ensure children’s transitions are supported, under the direction of the Nursery Manager/Deputy Nursery Manager in line with Salford’s transition policy.  1.13 To administer first aid as required.  **2. wider support Support**  2.1 To establish supportive relationships with children, parent/cares acting as a good role model and setting high expectations for play learning and communication. Liaising and signposting parent/cares to relevant professional and agencies to aid their child’s development as necessary.   * 1. To record and to pass on to the relevant staff member, factual information received from Parents/Carers   and other professionals for recording as appropriate.   * 1. To attend meetings as required.   2. To contribute to factual records that are maintained for the purposes of Safeguarding meetings, SEN reviews and any other relevant meetings. | | |
| **3. Teamwork**  3.1 To participate with the Nursery Management Team in the planning, delivery and evaluation of  services required to meet the Nursery Action Plan.   * 1. To participate in staff meetings or other meetings as required furthering professional knowledge and skills.   2. To contribute to the delivery of the Starting Life Well and Early Help services.   3. To work in partnership with the Children’s Centre and other agencies to achieve positive outcomes for the children and their families. | | |
| **4. Professional Development**  4.1 To meet on a regular basis with a designated supervisor or member of the Nursery Management team for  professional guidance and support and to identify training needs.   * 1. To attend relevant training courses, which meet, identified training needs for continuous professional development & meeting statutory requirements. | | |
| **The post holder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.**  **To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.**  **To work at any establishment in Salford when requested to do so.**  **To undertake any other such duties that are reasonably commensurate with the level of this post.**   Review arrangements |
| The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised:

**Prepared/revised by:**

**Agreed job description signed by holder:**