



Job Description

Job Details	
School Name	The Olive Tree Primary School, Bolton
Job Title	Early Years Educator – Level 3
Grade	Grade E / 5
Primary Purpose of Job	To work with and supervise individuals and groups of children under the direction/instruction of the class teacher, inclusive of specific individual learning needs, enabling access to learning for all children and provide specialist support in a specific curricular or resource area. Providing class cover in the absence of the class teacher.
Responsible to	EYFS lead
Principal Responsibilities	Provide support for EYFS children, their families, the EYFS team, curriculum and the setting, in line with the updated Statutory Framework for the Early Years Foundation Stage. To support and lead staff to develop their skills and expertise. Support Senior Leaders and deputise in their absence.

Main Duties	
1.	Support for the Pupil Establish good working relationships with EYFS children, acting as a role model and set high expectations
2.	Provide consistent support to EYFS children responding appropriately to individual needs.
3.	Assist with the development and implementation of Individual Education Plans and Child Protection Plans.
4.	Promote inclusion and acceptance of all EYFS children.
5.	Promote self-esteem and independence.
6.	Maintain a high quality learning environment and plan experiences and opportunities to help all EYFS children learn and develop.
7.	Support children during lunchtimes, both inside and outside school as needed
8.	Support for other staff Undertake displays of EYFS children's work, making links with the EYFS framework

Main Duties	
9.	Take the lead in establishing and maintain an appropriate EYFS learning environment.
10.	Effectively contribute to the selection and preparation of equipment that meets the diversity of EYFS children's needs and interests.
11.	Undertake planning, evaluating, teaching and assessment for EYFS children – individuals, small groups and whole classes as needed.
12.	Monitor and evaluate EYFS children's responses to learning activities through observation and planned recording of achievement.
13.	Be responsible for keeping and updating records in agreed format.
14.	Provide objective and accurate feedback and reports as required to the senior staff on EYFS children's achievement, progress and other matters, ensuring the availability of appropriate evidence.
15.	Promote positive values and attitudes and good child behaviour, dealing promptly with conflict and incidents and encouraging EYFS children to take responsibility for their own behaviour in line with established school policy.
16.	Establish constructive relationships with parents and carers; gather and report basic information to and from parents and carers.
17.	Ensure that staffing ratios are maintained at all times in line with the schools guidelines and statutory requirements.
18.	Help support EYFS children during lunchtime sessions, during the eating of lunches and outside afterwards.
19.	Support for the curriculum Deliver agreed learning activities and learning programmes, adjusting activities according to children's learning styles and individual needs.
20.	Support the use of ICT in learning activities and develop EYFS children's competence and independence in its use.
21.	Assist EYFS children to access learning activities through specialist support e.g. curriculum or SEN specialism.
22.	Select and prepare required resources to lead learning activities, taking account of EYFS children's interest, language and cultural backgrounds.
23.	Advise on appropriate deployment and use of specialist aid, resources and equipment.
24.	Support for the school Be aware of and comply with school policies and procedures relating to Child protection and Safeguarding, Health and Safety, Security, Confidentiality and Data Protection and report all concerns to the appropriate person named in the relevant policy.
25.	Contribute to the school's Islamic ethos, aims and development or improvement plans.

Main Duties	
26.	Establish constructive relationships and communicate with other agencies and professionals in liaison with the teacher, to support achievement and progress of EYFS children.
27.	Attend relevant meetings as required.
28.	Participate in training and other learning activities as required.
29.	Establish own best practice and use this to support other members of staff within EYFS. Assist in the supervision, training and development of other staff.
30.	Assist with the supervision of pupils out of directed lesson time, including extra-curricular clubs.
31.	Ensure statutory ratios are maintained at all times
32.	Accompany teaching staff and pupils on visits, trips and out of school activities as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Principal and to meet the needs of the school.

Version Control	
Job Description prepared by:	Mr H Asghar
Job Description updated:	15 June 2021



Person Specification

Job Details	
School Name	The Olive Tree Primary School, Bolton
Job Title	Early Years Educator – Level 3
Grade	Grade E / 5

Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

Skills and Knowledge		Method of Assessment
1.	Ability to work effectively within an EYFS team environment, understanding classroom roles and responsibilities.	Application Form
2.	Ability to build effective working relationships with EYFS children and colleagues.	Application Form / Interview
3.	Ability to promote a positive ethos and role model positive attributes.	Application Form / Interview
4.	Good verbal and written communication skills.	Application Form / Interview
5.	Good literacy, numeracy and ICT skills to support children's learning through the use of creative technologies.	Application Form / Interview
6.	Understanding of the statutory and learning requirements of the Early Years Foundation Stage.	Application Form / Interview
7.	Ability to plan for and assess effective learning in reference to the Early Years Foundation Stage.	Application Form / Interview
8.	Ability to work with children at all levels regardless of specific individual need or developmental age.	Application Form / Interview
9.	Ability to adapt own approach in accordance with the child's needs.	Application Form / Interview

Skills and Knowledge		Method of Assessment
10.	Understanding of inclusion, especially within a school / EYFS setting.	Application Form / Interview
11.	Working knowledge and understanding of principles of EYFS child development and independent learning.	Application Form / Interview
12.	The ability to observe EYFS children and staff; and keep up to date records and assessments using the school's chosen systems.	Application Form / Interview
13.	Working knowledge of relevant policies, codes of practice and legislation.	Application Form / Interview
14.	Knowledge of Health and Safety requirements.	Application Form / Interview
15.	To support the school's Islamic ethos and values at all times.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	GCSE Mathematics and English Grades 9-4 (A-C) or equivalent.	Application Form / Certificate
2.	A full and relevant NVQ Level 3 qualification, or equivalent.	Application Form / Certificate
3.	Experience of working with or caring for children within an EYFS setting.	Application Form / Interview
4.	Willingness to participate in relevant training and development opportunities.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	High expectations of all EYFS children; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Interview
2.	Ability to build and maintain successful relationships with EYFS children, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.	Application Form / Interview
3.	Demonstrate the importance of a stimulating yet orderly learning environment for EYFS children and staff.	Application Form / Interview
4.	Demonstrate and promote the positive values, attitudes and behaviour expect from the children with whom they work.	Application Form / Interview
5.	Ability to work collaboratively with EYFS colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form / Interview

Work Related Circumstances		Method of Assessment
6.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	Application Form / Interview
7.	Able to improve own practice through observations, evaluations and discussion with EYFS colleagues.	Application Form / Interview
8.	Commitment to continued professional development, training and attendance at staff meetings.	Application Form / Interview
9.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form / Certificate

Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

Skills and Knowledge		Method of Assessment
1.	Experience of working with or caring for EYFS children within an education setting for at least 2 years.	Application Form / Interview
2.	Experience of line managing EYFS staff in a similar setting.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Additional post qualifying training including Food Handling and Paediatric First Aid	Application Form / Interview
2.	Willingness to undertake appointed person certificate in First Aid.	Application Form / Interview
3.	A full and relevant Level 4 qualification or working towards.	Application Form / Interview

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