

# JOB DESCRIPTION

<b>Service:</b>	<i>Conkers (The Balsam Centre's Community Nursery)</i>
<b>Job Title:</b>	Early Years Educator (EYE)
<b>Reports To:</b>	Nursery Manager
<b>Main Purpose of Post:</b>	
<p>The Early Years Educator role is as part of the team implementing the Statutory Framework for the Early Years Foundation Stage. You will also be expected to have knowledge and understanding of the current Early Years Ofsted Framework for Inspection.</p> <p>As a member of the team, to work in partnership with staff, parents, carers and their children.</p> <p>To work in a flexible, professional way, promoting the development, welfare and potential of all children.</p> <p>To provide high quality, inclusive, fully integrated childcare for children under five.</p>	
<b>Main Responsibilities and Duties:</b>	
<p><b>To have responsibility for a number of children, ensuring that children's childcare needs are met at all times by:</b></p> <ul style="list-style-type: none"> <li>• Providing high quality childcare and education for children aged between 3 months and 4 years, including a wide range of activities and opportunities to enable children to achieve their full potential.</li> <li>• Assisting in providing a warm, caring environment for children and their families. Integrating children and parents with disabilities sensitively and positively, promoting participation in activities.</li> <li>• Effectively using the planning, monitoring and recording systems within the nursery.</li> <li>• Ensuring a safe, fully inclusive, stimulating and supportive environment both indoors and outside, to meet individual needs in accordance with the areas of learning and development for the EYFS, enabling children to develop the characteristics of effective early learning</li> <li>• Adhering to the requirements of OFSTED in everyday practice including planning, effective room organisation and provision of Early Years resources</li> <li>• Liaising with parents and carers to discuss the needs of their children and sharing developmental information as required with other professionals.</li> <li>• Caring for and supervising a number of children in the role of Key Person. Taking care of their personal needs and encouraging self reliance and social skills.</li> <li>• Assisting children at meal times, clearing away and cleaning up after meals.</li> <li>• Maintaining high standards of cleanliness/tidiness and hygiene within the nursery.</li> <li>• Promoting the aims, objectives and high standards of the nursery</li> <li>• Have up to date training and knowledge about Safeguarding policies and processes.</li> </ul>	

Be pro- active and confident in all aspects of safeguarding and know how to respond to safeguarding concerns and the recording processes. Safeguarding is part of Continued Professional Development.

**The Early Years Educator will also:**

- Work in partnership with parents/carers to determine children’s learning styles and interests, identify each child’s care, development and educational needs and ensure that they are met.
- Participate in regular supervision and attend staff meetings.
- Undertake ‘out of hours’ activities, e.g. training, planning meetings, monthly staff meetings, parents evening, fundraising events etc. as required.
- Liaise with other Early Years professionals as required.
- Be prepared to work additional hours, sometimes at short notice, in order to maintain ratios if a member of staff is unexpectedly absent.
- Ensure confidentiality of all information received and shared
- Undertake other duties and responsibilities by agreement with the Lead Senior EYE

**• Facts and Figures:**

Conkers Nursery provides integrated early years education and childcare for children aged from 3 months to school age. We operate between 7.45 a.m. and 5.45 p.m. from Monday to Friday 50 weeks per annum.

Conkers Nursery is registered for 38 children.

Standards of care and practice are mandated by OFSTED

**SUPPORTING PROCESSES**

**Problem Solving and Creativity:**

The post holder is required to work in creative and imaginative ways with children and their families and to plan activities which sustain children’s interests and involvement, enabling a deep level of learning.

**Decision Making:**

Decisions will be made in liaison with the Management team.

**Physical Effort and Working Conditions:**

- The post involves lifting children and lifting and handling of play equipment
- It is an active role, taking part in practical activities and physical care of young children.
- We operate a free flow system (*outside/inside*), and all staff work outdoors daily. Appropriate clothing is required for all weathers.
- The post holder is likely to come into contact with people who are infectious. Others

may have specific learning needs or emotional/behavioural needs

**Contacts and Relationships:**

- It is an essential element of the job to build and maintain a range of close contacts and relationships with children, young people and families and other professional staff.
- There is an expectation of contacts and discussions with Early Years professionals, voluntary bodies and other agencies relating to children's needs. These involve sharing information and may lead to the development of individual packages of support.

**Additional Information:**

This post is exempt from the Rehabilitation of Offenders Acts.

**Knowledge, Skills and Experience:**

**Essential**

- An appropriate qualification, Level 3 in Early Years
- Level 2 Numeracy and Literacy **or** equivalent
- Experience of working with in Early Years settings
- Experience of supporting children with additional needs, liaising with external agencies and working with parents and families
- Knowledge and understanding of the relevant Children's Acts, frameworks and statutory guidance including EYFS 2014.
- A thorough understanding of how children acquire the characteristics of effective early learning
- Awareness of and commitment to child safeguarding and associated responsibilities
- The ability to create and maintain accurate records to support children's learning, development, safety and welfare

**Desirable**

- Experience of supporting parents and families within their home community
- Knowledge of In The Moment Planning
- Knowledge of Family App or similar recording systems
- Forest School qualification