

Wingate Community Childcare Limited



Early Years Educator

Job Description

HOURS:

As set out in Contract of Employment

JOB CONTEXT:

This post has been introduced to support the development of the early year's provision within our Setting.

JOB PURPOSE:

To support the Management Team in the day-to-day organisation of the day care provision and in the delivery of the Early Years Foundation Stage Framework.

To work as an effective team member in providing a broad range of high quality day care, play & education for children aged birth to 5 years.

The post holder will report directly to the Senior Practitioner

RESPONSIBILITIES:

Day Care

To participate in the delivery of high quality day care: -

- To undertake the delivery of day and sessional care places
- To meet the Ofsted standards of Early Years provision on a daily basis
- To meet the social, intellectual, physical and emotional needs of children and provide appropriate opportunities for all children.
- To contribute to an appropriate safe, secure, stimulating environment for all children.
- To assist in the provision of professional support to parents, carers and children and maintaining individual care & development plans and files.
- To participate in planning and preparation and carrying out appropriate activities for children.

- To undertake any training deemed necessary by the Manager and to be pro-active in your professional development
- To respect confidentiality within and outside of the Setting.
- To be aware of and implement the Company's policies and procedures.
- To work within the EYFS framework and be aware of the foundation stage curriculum.
- To work in partnership with colleagues within the Setting and other professionals and external agencies.
- To assist in any other extra duties as and when required by the Manager
- To participate in the daily preparation of meals, snacks and drinks
- To participate in the daily preparation of the nursery before the children arrive and in clearing up / cleaning at the end of each session.
- To act as mentor to Childcare Apprentices / Students and contribute to their assessments, as required.

Early Years Provision

- Participate in Early Years Foundation Stage Framework implementation incorporating short, medium and long term planning.
- Support the delivery of the Early Years Foundation Stage around the four prime areas of:
 - Literacy
 - Mathematics
 - Understanding the world
 - Expressive arts and design
- Assist in establishing the seven areas of learning and development that all Early Years providers must by law deliver, regardless of the type, size or funding of the setting:
 - Communication and language
 - Physical development
 - Personal, social and emotional development
 - Literacy
 - Mathematics
 - Understanding the world
 - Expressive arts and design
- Participate in professional discussion and meetings as necessary with other staff and support the planning of the Early Years Foundation Stage curriculum and the monitoring, assessment and observation of individual children.

- Participate in the continued development of parent partnership.
- Work with the Manager as and when necessary regarding children's development files, displays, planning, room set up.
- Keep updated with EYP progress, information and training.
- Participate in monitoring and recording of the children's progress
- To have an understanding of children with special educational needs (SEN) including those at risk. To contribute to and support appropriate strategies to address each child's individual needs. To undertake SEN and child protection training and to work within national and local frameworks, protocols and procedures as required.
- To operate as a key holder for the childcare premises, as and when required.

At all times to work within the Company's guidelines, with particular reference to: safeguarding and child protection, equal opportunities, special educational needs and inclusion, behaviour management, and health and safety.

This Job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders, rules and working practices, methods and procedures and reviews as directed from time to time.

I accept this job description as an accurate record of the duties and responsibilities of this post.

Employee signature: **Date:**