

Job Description

Position Early Years Educator

Responsible to: Daycare Manager

Job Purpose: To work as an effective member of the Daycare team, providing provision of high quality inclusive play and learning opportunities for all children attending. To work alongside colleagues to provide a safe, welcoming, purposeful, stimulating and encouraging environment both indoors and outdoors.

Hours of work: Part Time / Full time
To be Discussed at Interview

Our setting's policy for Safeguarding children

- Our setting is committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.
- Our setting is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused' 2015. The EYFS 2025 and 'Keeping children safe in Education' – September 2025' and 'Working together to safeguard children'– 2026
- Our setting is committed to promoting awareness of safeguarding issues throughout its training and learning programmes for adults. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.

Main Duties and Practice:

- 1) Planning and Organisation** – be responsible for the individualised planning for key children and delivery of the EYFS curriculum, indoors and outdoors, in accordance with the 7 areas of learning and Characteristics of Effective learning
 - To help set up the learning environment for the day and to tidy away at the end of each session, ensuring that all toys and equipment are clean and safe at all times.
 - Implement risk assessments, as delegated, to ensure the well -being of children and adults in the setting.
 - To assist with the planning of activities and the continual enhancement of the learning environment
- 2) High quality practice**
 - Interact and play with children and keep up-to-date with current outstanding practice
 - To be flexible, responsible and caring at all times
 - Recognise individual needs – SEN, EAL and cultural diversity
 - To act as a key person for a group of children and their families
 - Observe and record children's developmental progress and record in their learning journey. Ensure all key children's records are up to date and monitored as part of the development matters.
 - Support all children to develop skills and schemas.
 - Be an active member of the team, interact and communicate effectively and professionally with fellow colleagues working as part of a team. To support the Daycare Manager with new initiatives and development planning/SEF
 - An enthusiastic approach to working with early years children
 - The ability to respond flexibly to changing requirements, however these may be caused

- Demonstrate excellent inter-personal skills, including the ability to use judgement and common sense, and be able to work on own initiative.
- Ensuring confidentiality is maintained at all times.
- To liaise with staff and parents/carers, ensuring the smooth daily running of the setting is maintained. Ensure that all concerns and complaints are dealt with in a professional manner and in accordance with policies and procedures.
- Attend regular team meetings, professional development days and supervisions/appraisals
- To promote smooth transitions for children.
- Knowledgeable about the typical development and Characteristics of learning for all aged children within the setting.
- Be aware of the large difference in development between children who are 'just two' and those approaching their third birthday.
- Be aware when children need comforting and respond in an appropriate way that provides that comfort.
- Focused on teaching children through the three prime areas of learning
- Attentive to children's care needs and use times caring for them as an opportunity to help children's learning.
- To participate in children's food times, serving food and acting as a role model to help develop eating abilities and establish healthy eating. Ensuring all allergies and special diets are identified and supported.
- Patient, attentive and allow non-verbal children and all children to express their ideas.
- Skilled at working in partnership with parents and carers and recognition that parents/carers are the main educators. To attend and take an active part in information sharing sessions for parents and children.
- To liaise with parents/carers about children's individual needs, development needs and learning styles - Schemas
- Listening to children and responding to children's verbal and non-verbal communication rather than interrupting children.
- Gently talkative with children and are not put off when there is no response or waiting for children to respond in their own time.
- Support children when they are managing their feeling and behavioural responses. Not reactive when children display a tantrum.
- Ensure confidentiality is maintained at all times

You will be able to:

- Continue to develop children's language to communicate verbally – children may use single words, they may string single words together or use language that is hard for adults to discern
- Show interest in children through them learning and immersing themselves in play. Have awareness that children may play 'side by side', although they may be less willing to share resources.
- Watch other educators and learn from their good practice
- Know how to deal with conflict appropriately
- Begin to develop children's independence
- Use physical opportunities to get children to express themselves

Statutory, setting and legal obligations

- Knowledge and understanding of the EYFS themes and commitments, characteristics of effective learning and health and safety
- To ensure an up-to-date knowledge of local safeguarding children procedures and ensure these procedures are embedded in everyday practice.
- To provide first aid when necessary and contribute to keeping written records of incidents, accidents and concerns
- To keep abreast of current developments and legislation by attending relevant training, network meetings and reading relevant publications.
- An appropriate level 3 Childcare qualification
- Understanding of behaviour management and how to support children at play
- A knowledge and understanding of OFSTED requirements for full day care, ensuring all are met and maintained
- Knowledge of the Special Educational Needs code of practice and a commitment to working alongside the setting's SENDco to provide Individual Educational Plans to key children.

- Awareness, understanding and commitment to diversity and equality issues
- To ensure that all policies and procedures are implemented and maintained, and to assist the Daycare Manager with reviewing these policies
- Ensure all services provided meet the needs of children and families who attend the Daycare including wraparound children, liaising with the Daycare manager and family support in consultation with the day-care manager
- To undertake any other reasonable duties as directed by the Daycare Managers or deputy in accordance with the settings objectives and development planning.

Experience

- A minimum of 2 years post qualification experience of working in a child care setting.
- Experience of working in consultation with staff in planning, developing, monitoring and evaluating a curriculum.
- Ability and commitment to work as part of a team

Health and Safety

- To take responsibility for your own health and safety and to comply with the setting and whole centre policies.
- To implement and monitor health and safety procedures. e.g. evacuations, entrance systems and collection of children.
- To competently implement the setting Safeguarding Children policy and procedures, supporting fellow team members in the event of an incident and reporting any concerns immediately and appropriately to the Daycare manager
- To monitor the condition of all equipment and materials to ensure all Health and Safety Policies are implemented, and to take any necessary action for faults/defects identified and remedied and to ensure any faulty equipment is removed from use immediately.
- Ensure the general cleanliness of the children at all times and encourage the children to develop an awareness of personal hygiene, e.g. washing and toileting
- Operate the highest standard of hygiene and cleanliness in all areas, with particular reference to the bedding, nappy changing area and food handling areas.
- Liaise with the Daycare Manager and parents/carers ensuring the appropriate control of infection and illness, and take action if necessary
- Implement the daycare medication and First Aid policies

Other duties

- To undertake any reasonable duties as directed by the Daycare Manager/Deputy in accordance with the settings objectives and the Settings development planning.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake other reasonable duties as discussed and directed by the Daycare Manager.

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Person Specification

Post: Early Years Educator

Essential	Desirable
Education and Training • Level 3 qualification in appropriate childcare qualification. • Level 2 functional skills in Maths and English – preferably GCSE level C equivalent	• Up-to-date Safeguarding, Paediatric First aid and Food hygiene training • Evidence of relevant CPD • Up-to-date with latest relevant research and theories
Experience • Experience of working with children 2years to 5 years • Experience of working with children and families • Experience of Implementing the Early Years Foundation Stage curriculum	• Experience with supporting children with Additional needs, behavioural issues and SEN • Experience of other settings • Experience of being a key person – planning, monitoring and evaluating individual development
Abilities, Knowledge and Skills • Ability to work as part of a team and on own initiative • An awareness and understanding of inclusive practice • Knowledge of the EYFS Characteristics of Effective learning • Time Management skills • Organisational Skills • Inter-personal Skills • Interaction with children • Flexibility • Interact and nurture children's learning through creative learning opportunities. • Ability to role model outstanding early years practice. • Working in partnership with parents/carers • Commitment to and a strong commitment to working collaboratively within a team • Commitment to equal opportunities • Knowledge of Ofsted requirements	• Knowledge of the SEN code of practice • Awareness of current legislation relevant to Early Years Foundation Stage statutory guidelines. • Ability to work in partnership with outside agencies. • Experience of working in partnership with parents and carers • Experience of working in partnership with other agencies • Knowledge of planning and providing for high quality childcare and education • Knowledge of supporting children's behaviour • Knowledge of SEN code of practice. • Time management and the ability to work towards deadlines set.