



Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Early Years Educator</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Room Leader/Room Manager</p> <p>Hours: 37.5 hours per week, Monday to Friday</p> <p>Role Summary: take responsibility for key children. To support the Early Years Leads and Early Years Management teams by ensuring a high standard of care and education is provided at all times to all children. To role model and demonstrate the school values of Curiosity, Kindness and Respect.</p>
Main duties and responsibilities:	<p>General Duties</p> <ul style="list-style-type: none"> • Support and implement the agreed vision, aims and values of the school • Support and assist with the educational, physical, cultural, emotional and social needs of the children in line with the EYFS • Ensure the smooth daily operation of the room <p>Learning and Development</p> <ul style="list-style-type: none"> • Plan for and provide a full range of stimulating activities to meet the individual needs of the children enabling them to develop their physical, intellectual, cultural, emotional and social development • Actively engage and support the learning and development of each child in your care inside and outdoors • Monitor, observe and record children's achievements to inform next steps, planning requirements and developmental feedback for parents • Be responsible for key children, maintain development folders, complete 2-3 year progress checks, and working with parents to support the children's continued progress, development and wellbeing • Ensure specific additional needs are planned and catered for appropriately, liaising with the Early Years Lead, Early Years SEND and Pre School Teacher • Provide displays to value children's achievements and support their continued learning and development



Children's welfare

- Attending to their health, welfare and safety at all times, including external play areas, care and cleaning of toys, toileting and cleaning incontinent or sick children
- Attend to the physical welfare of the children, for example, report evidence of child abuse. To dress minor wounds, deal with health requirements as necessary (e.g. use of asthmatic inhalers) and help maintain formal records of such treatment, subject to suitable training and instruction being provided
- Follow positive behaviour management strategies
- Ensure mealtimes are a pleasant occasion, providing an opportunity for children to learn about interaction and sharing
- Ensure that the children's medical and dietary requirements are followed at all times
- Attend supervision meetings with your Early Years Lead, EY Co-ordinator, EY Manager and Pre School teacher every other month
- Actively participate in weekly room meetings, supporting the Early Year Lead in discussions relating to the children's development needs and the possible implications for planning

Managing resources

- Ensure staff ratios are maintained throughout the day
- Promote and encourage a culture of respect in relation to all resources and ensure they are maintained to a high standard and stored appropriately

Communication

- Encourage and foster close relationships with children and their parents, offering help and guidance where appropriate
- Provide feedback to parents on their child's achievements throughout the day along with information relating to routines and behaviour
- Liaise with Early Years Educators to support transition and learning and development opportunities
- Ensure you remain up to date with all methods of communication including emails, school diaries, communication books and meeting minutes

Training and Development

- Provide an exemplary, professional role model for other educators



	<ul style="list-style-type: none">• Promote a culture of inclusion and teamwork, liaising with all part time staff to ensure they are aware of room requirements• Support the induction of new team members ensuring they are aware of expectations, policies and procedures• Offer support and be a mentor to other Early Years Educators who are training to achieve further qualifications• Attend INSET, training days and relevant staff meetings• Take an interest in all subject areas and be prepared to further extend knowledge by attending relevant training• Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs <p>Other</p> <ul style="list-style-type: none">• Attend consultation evenings, Open Days etc as requested <p>You may also be required to undertake such other comparable duties as required by the Lead Practitioner, Deputy Manager, or Headteacher.</p>
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	NVQ Level 2 or equivalent	First Aid qualification	Certificates
Experience	Experience working with children Familiarity with Early Years Foundation Stage	Previous School nursery/nursery experience Experience at after school/holiday clubs	Application form Interview References
Knowledge & Skills	Good standard of written English and numeracy Excellent relationship with children Good behaviour management Good interpersonal skills Proficient in ICT skills Effective behaviour management strategies Ability to be organised and well prepared		Interview Interview task References
Personal competencies and qualities	Ability to work in a team Ability to use initiative and work flexibly Good communicator	Sense of humour Range of outside activities	Interview References