

# Job Description

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**Role:** Early Years Educator

**Grade:** Scale 5, spine points 12-15 (£31,716 – 33,204) pro rata per annum, term time only

**Reporting to:** Class Teacher

**Responsible for:** Children within setting

## Purpose of Post

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- To be part of an education team where each member uses their relevant skills to ensure the efficient running of the nursery or infant classes in the school whether located in the Centre or mainstream. The team will provide high quality education and care in a stimulating environment, in the context of the school and Council's relevant policies.
- To support the governors and leadership team in attaining aims and objectives of the school improvement plan to secure the best outcomes for pupils.

The duties outlined in this job description are in addition to those covered by the most recent School Teachers' Pay and Conditions Document.

## Main Duties

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- To ensure that each child's potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.
- To share responsibility for the preparation, planning and delivery of a stimulating and caring environment, with due regard to all aspects of Health and Safety.
- To participate in planning and organising appropriate play and educational activities. To observe, assess and contribute to recording of each child's progress to include pupil observations and end of year reports.
- To foster each child's development and growth of independence and self-reliance.
- To encourage the children in developing both English and their own language.
- As part of the team, to contribute and participate in:
  - Planning and preparation of the class, group work and individual work to suit the needs and age of the pupils
  - Whole school record keeping
  - Participating in meetings relating to curriculum development, general administration, school organisation and pastoral arrangements.
- Maintaining respectful relationships and behaviour for learning among pupils, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.
- To provide intimate care to a child, whilst at the same time encouraging their independence.
- To encourage and value the involvement of parents/carers in the life of the school and to appreciate and recognise the expert knowledge they have of their child.
- To implement the school's/ Council's Equalities and Race Equality policies fully. To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
- To be aware of own practice and keeping up with current trends in education. Attending relevant courses, when possible, in accordance with priorities in the school Improvement Plan.
- To render first aid in accordance with school policy.
- To be a key worker of a group of children with the following responsibilities:
  - Overseeing the introduction and settling in process for children and families into the school, such as 'stay and play' sessions, home visits, giving initial information on school policies.
  - Taking responsibility in planning, tracking and evaluating.
  - Setting individual targets and monitoring progress.

- Carrying out a full record keeping programme for each child according to school policy
- Being the first contact for key parents.
- Setting targets and reviewing I.E.P.S (in collaboration with SENCO & class teacher)
- Initiating and implementing I.E.P.S through regular liaison with SENDCo according to school policy.
- Liaising with outside agencies e.g. Speech Therapists, EP,
- Registration of the children.
- To be alert for any child 'at risk' and assist in identification of child abuse.

## Other Duties

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### **Developing Self and Working with Others**

- to attend training sessions and meetings as required;
- to keep up to date with developments and changes in legislation and guidance, and to seek, consider, and act upon professional support and advice as required.

### **Strengthening Community**

- to develop and promote the services of the school to meet the needs of the community;
- support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school;
- support and encourage the school's ethos, its objectives, policies and procedures.

#### *Contribute to:*

- ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving pupils' achievement and personal development;
- developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;
- building a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- promote the concept of lifelong learning and family engagement with learning through partnership.

### **Safeguarding and Promoting the Welfare of Children**

- to support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- to support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

*The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.*

### **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

### **Equal Opportunities**

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

# Person Specification

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The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (bold text). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form. Personal Qualities will be assessed through references and interview.

Qualifications & Experience	<b>1. Educated to at least GCSE grade C standard or equivalent in English and maths;</b>
	<b>2. Completion of Teaching Assistant programme of study e.g. NVQ3;</b>
	<b>3. Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc;</b>
Knowledge & Skills	1. Recent experience of working in a school setting as a teaching assistant;
	2. Ability to relate well to children and adults;
	3. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these;
	4. Computer literacy: ability to carry out a variety of general ICT tasks e.g. upload photographs;
	5. Basic knowledge of First Aid;
	6. Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
*Personal Qualities	<b>1. Resilient, Proactive, flexible and adaptable.</b> <b>2. Punctual and conscientious.</b> <b>3. Ability to show initiative and prioritise one's own work and that of others even when under pressure.</b> <b>4. Able to follow direction and work in collaboration with Executive Headteacher and Heads of Schools.</b> <b>5. Excellent interpersonal and communication skills (written and verbal)</b> <b>6. Able to work flexibly to support others and respond to unplanned situations.</b> <b>7. Able to attend evening meetings as required.</b> <b>8. Desire to enhance and develop skills and knowledge through CPD.</b> <b>9. Commitment to the highest standards of child protection and safeguarding.</b> <b>10. Recognition of the importance of personal responsibility for health and safety.</b> <b>11. Commitment to the school's ethos, aims and its whole community.</b>

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_