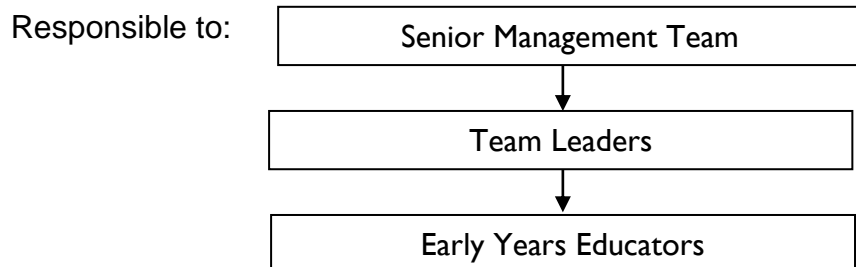


Job Description

Job Title: Early Years Educator
Grade: Scale 6



MAIN PURPOSE OF THE JOB

Supported by the direction of teaching staff, to develop, plan and deliver a curriculum for children in the centre.

To act as a keyworker for a group of children.

To work cooperatively with parents, other centre users and other professionals to ensure that the needs of all children are met.

SUPPORT FOR PUPILS

- To act as a keyworker for a group of children, being responsible for co-ordinating and liaising on case work issues, care plans and special needs.
 - Assess the needs of children and use detailed knowledge and specialist skills to support children's learning
 - Establish productive working relationships with pupils, acting as a role model and setting high expectations
 - Contribute to, monitor and implement IEPs.
 - Promote the inclusion and acceptance of all children within the centre.
 - Support children consistently whilst recognising and responding to their individual needs
 - Encourage children to interact and work co-operatively with others and engage all children in activities
 - Promote independence and employ strategies to recognise and reward achievement of self-reliance
 - Provide feedback to children in relation to progress and achievement
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- Organise and manage an appropriate, healthy, safe and stimulating learning environment and resources (including displays)
 - Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
 - Monitor and evaluate children's responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
 - Provide objective and accurate feedback and reports as required on children's achievement, progress and other matters, ensuring the availability of appropriate evidence
 - Record progress and achievement in activities systematically and providing evidence of range and level of progress and attainment
 - Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence

- Supporting the role of parents in childrens' learning and lead meetings with parents to provide constructive feedback on children's progress/achievement etc.
- Contribute to and monitor lesson plans as supported by teaching staff etc.
- Write termly summaries for each child.
- Represent the centre at case conferences with other professionals.
- Be responsible for the physical care needs of children.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to children within agreed system of supervision, adjusting activities according to the child's responses/needs
- Deliver local and national learning strategies e.g. Early Years Foundation Stage, developmental check at 2yrs etc and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop childrens' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of childrens' interests and language and cultural backgrounds
- To support the development of the environment and areas of learning (including display) in partnership with other Early Years Educators, Team Leaders and Teachers
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- Supervise students on work placements.
- Attend training courses.
- Comply with and assist with the development of policies and procedures relating to children's learning, child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the centre
- Establish constructive relationships and communicate with other agencies/professionals to support the welfare, achievement and progress of the children
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting children
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Contribute to the identification and execution of appropriate out of centre learning activities which consolidate and extend work carried out in the centre.
- To undertake any other duties corresponding to the requirements of the role of Early Years Educator
- To ensure that the Local Authority's Equal Opportunities Policy is implemented and reflected in all areas of the Centre's work
- To record accidents / incidents as they occur.

SELECTION CRITERIA - EARLY YEARS EDUCATOR

Qualifications: NNEB / Level 3 Childcare or equivalent.

Knowledge of child development and practice, and an ability to plan, monitor and assess children's development.

Knowledge of child care policies, e.g. Child Protection issues.

Knowledge and experience of an Early Years Curriculum (0 to 5) and of how children learn.

A working knowledge of health and safety guidelines in order to establish a safe working and play environment.

Good oral and written communication skills and the ability to liaise with parents/carers and other professionals as appropriate.

The ability to work as part of a multi-disciplinary team.

Applicants must display a commitment to working with children in an urban multi-cultural and multi-lingual environment and demonstrate a commitment to the Council's Equal Opportunities Policy and Anti- Discriminatory Policies and Practices.