



Holmer Green First School and Pre-School

Job Description – Early Years Educators

(Reception)

Grade: Bucks Pay Scale

Job purpose

To work collaboratively with parents and other professionals to promote the educational and social development of children in early years settings within the framework of the Foundation Stage Curriculum.

Responsible to: EYFS Leader and the Headteacher.

Main Duties and Responsibilities:

- To work as an active member of the Reception team, relate positively to the children and assist in creating a climate where parents/carers, volunteers and co-operating agencies feel welcome, secure and happy.
- To make high quality observations using Tapestry, including during PPA sessions.
- To support learning during phonics sessions.
- To use assessment information to inform children's next steps.
- Discuss and follow teacher's plan for the lesson.
- To deliver snack time in line with safeguarding guidelines.
- To contribute to the discussions and monitoring of individual children's progress, development and achievements, sharing observations and keeping agreed records, ensuring that confidentiality is maintained at all times.
- To be fully involved with structured play situations; to support individual children with specific needs and to observe children as appropriate ensuring sensitive intervention takes place where necessary.
- Undertake admin duties such as photocopying, laminating, filing and backing work.
- Collect money for donations etc and send up to the school office immediately.
- Assist with the supervision of children and at times without a class teacher present, for example within classroom settings, on outings and in the cloakroom.
- Constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly.
- Assist as directed with the implementation of specific learning, behavioural, therapy intervention programmes, such as social groups, Talking Partners, Rainbow Road and booster groups.
- Be prepared to meet the needs of children with a range of Special Educational Needs.
- To keep abreast of current developments and legislation by attending relevant training and network meetings and reading relevant publications.
- To care for the safety of children by following appropriate health and safety policies and procedures, and to be vigilant in identifying potential difficulties.
- To record any concerns with regard to child protection and share this information with the DSL and other agencies as set out in the child protection policy.
- Provide first aid when necessary (if qualified) and keep written records of any incidents or accidents which parents should be informed of and sign.

- To assist with the preparation of the Reception department and outside area before and after each session to ensure that the room is kept tidy, helping to tidy the room at the end of the session.
- Provide guidance and assistance when a supply teacher covers your class.
- Attend the 'Meet the Teacher' parental information session in September.
- To encourage high standards of personal hygiene in the children.
- To support children with toileting as required and to develop self-help skills.
- To attend team meetings and training where appropriate.
- Attend at least one of The Friends of Holmer Green First School and Pre-School annual events, such as the Summer Fayre and the Christmas Fayre.
- Promote the positive image of the school within the local community.
- Participate with the school's appraisal process and follow the school's code of conduct.
- Uphold the school's vision, values and ethos at all times.
- To carry out the duties of the post in accordance with the school's diversity policy.
- Cover the class using the teacher's plans (as and when required).
- Carry out any other reasonable duties as required by the Headteacher.

Health and Safety

All staff employed at the establishment have responsibility to:

1. Take reasonable care for the health and safety of themselves and others when undertaking their work.
2. Checking classrooms/ equipment/work areas are safe.
3. Ensuring safe working procedures are followed implementing the requirements of risk assessments.
4. Co-operating with the Local Authority, school governors and the Headteacher on all matters relating to health and safety by complying with the health and safety policy.
5. Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
6. Reporting immediately to their Headteacher/Line Manager any serious or immediate danger and any shortcomings in the arrangements for health and safety.
7. Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
8. Participating in health and safety inspections and the health and safety committee where appropriate.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Headteacher:	Employee:
Date:	Date: