

# Early Years Educator - Level 3

REPORTS TO: Room Leader

## Scope of Position

To work as a member of the nursery team to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs.

## Key Responsibilities

### Childcare and Education

- Provide high standards of quality within the nursery including the environment, resources and experiences offered to children
- Observe, support and extend children's learning
- Plan appropriately for children using the Early Years Foundation Stage (EYFS) curriculum for guidance
- Maintain accurate and effective children's records
- Work in partnership with parents/carers and other family members
- Demonstrate good practice with regard to special needs and inclusion
- Work with the Childcare and Education team to continuously improve quality of childcare and education
- Ensure that children are kept safe and that staff understand, and when necessary follow, Child Protection Procedures
- Ensure that the nutritional needs of the children are met and that Food Safety Regulations are complied with
- Work with area SENCOs, EYFS advisors, health professionals and local Sure Start programmes as appropriate
- Comply with the statutory framework for the EYFS or relevant statutory regulations
- Develop and maintain highly professional working relationships with advisory teachers, schools, area SENCOs and other agencies that may visit the setting
- Learn about current developments in childcare and education policy and practice
- Be a key person carrying out all related responsibilities in building relationships with a small group of children and their families.

### Health and Safety

- Undertake a shared responsibility for health, safety and cleanliness throughout the nursery
- Ensure the general cleanliness of the children at all times
- Adhere to all Health and Safety policies and procedures
- Be fully aware of all emergency and security procedures e.g. fire precautions, security, dropping off and collection of children
- Operate the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food surface areas.

### Operational

- Promote the nursery to current parents and potential customers
- Work with the manager and inspectors during inspections by regulatory bodies and to assist in the implementation of any recommendations.

### Staff

- Work as a team with other staff members
- Support and mentor students
- Be responsible for participating in all self-development activities including appraisals, supervisions etc.

## Early Years Educator - Level 3 CONTINUED

### Communication

- Develop and promote parental partnership and involvement.

### General

- Undertake any other duties as reasonably requested by line management
- Adhere to all company policies and procedures
- Ensure the company's policies on diversity and equal opportunities are adhered to.

Relevant Experience	Essential	Desirable
Experience of working with children 0- 5 years		✓
<b>Education and Training</b>		
A Childcare and Education qualification equivalent to NVQ level 3	✓	
Current First Aid at Work Qualification		✓
<b>Knowledge</b>		
A sound knowledge of child development for children from birth to five years	✓	
An understanding of the Early Years Foundation Stage (EYFS) curriculum	✓	
An understanding of a play based approach to children's learning and development	✓	
A knowledge of research related to childcare and education		✓
Knowledge and understanding of the statutory framework for the EYFS or relevant statutory regulations		✓
Understanding of the role of the 'Key Person'		✓
Knowledge of child protection procedures	✓	
<b>Skills and Abilities</b>		
Good communication skills both written and verbal	✓	
Ability to develop effective relationships with colleagues, parents and outside agencies	✓	
<b>Other Requirements</b>		
An understanding of and commitment to equal opportunities	✓	
An understanding of Health and Safety in the workplace		✓
A willingness to undertake further relevant training including some evenings and weekends	✓	

# Early Years Educator - Level 3 CONTINUED

## Certification

I certify that I have read and understand the responsibilities assigned to this position.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Supervisor's Title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:                    /                    / \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

**JOB DESCRIPTION: Early Years Educator - Level 3**