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**JOB DESCRIPTION – Early Years Educator**

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| Title | Early Years Educator |
| Accountable to | Nursery Manager |
| Postholder |  |
| Date |  |

**Role of the Early Years Educator:**

1. To support and promote the aims and objectives which set out the strategic direction of the Nursery.
2. To assist in leading and implementing the Early Years Foundation Stage Framework and any other legal/statutory frameworks.
3. To assist in the organisation and running of a high quality establishment for children by directing and supporting staff as agreed by the Nursery Manager.
4. To provide high standards of childcare and education; to include the monitoring and review of provision, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
5. To maintain staff awareness of, and act in accordance with, current legislation, policy and procedures, as contained in the Early Years Foundation Stage, the Children Act and nursery policies and procedures in order to create a safe, working environment for staff and children.
6. To assist in the setting, implementing and reviewing objectives and policy for the Nursery.
7. To be responsible for implementing and monitoring systems of observation to enable children’s progress and achievements to be regularly and effectively assessed and recorded through tracking, assessment procedures and completing the children’s Learning Journals.
8. Liaise with the School SENCo and outside agencies as required to help ensure that the particular needs of children, including children with special educational/ additional needs are met and that parental choice is considered in terms of care given.
9. To ensure high standards of hygiene and cleanliness are maintained at all times. To assist the Nursery Manager in his/her responsibility for the Health and Safety standards appropriate for the needs of young children and ensuring staff compliance and awareness.
10. To ensure the provision of a high quality environment to meet the needs of individual children, having an awareness of any disabilities, family cultures, religious backgrounds, medical histories and stages of development.
11. To ensure confidentiality of all information received.
12. Liaise with parents, other family members and staff.
13. To assist with staff development and training - particularly in supervising individuals who are being trained/ inducted. Co-ordinating with appropriate agencies regarding trainee placements and supervising accordingly.
14. To attend relevant training meetings and support professional development, keeping up to date with child/education practices and cascading to the staff team.
15. To be involved in planning meetings, parent’s evenings and training sessions outside of normal working hours, as directed by the Nursery Manager
16. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Nursery Manager.

Signature……………………………………………………………. Date…………………

Nursery Manager’s signature…………………………………. Date……………………