



Early Years Educator

Job title: Early Years Educator

Purpose of post

- To provide a high standard of physical, emotional, social and intellectual care for all children in the setting
- To ensure all children are safeguarded and their welfare and safety is promoted
- To give support to other team members throughout the setting
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.

Responsible to

Manager/Room Leader

Duties and responsibilities

- Operate a programme of activities that meet the individual needs and interests of children in your room in conjunction with other team members
- To keep online records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
- Support all staff and engage well in a good staff team
- Liaise with and support parents and other family members
- To be involved in out of working hours activities, e.g. training, monthly staff meetings, parent evening, fundraising events etc.
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleaning etc.
- Work alongside the whole team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Recording accidents with the relevant forms
- Be constantly aware of the individual needs of all children
- To strictly respect the laws of confidentiality within the setting

Specific childcare tasks

- The preparation and completion of activities to suit each individual child's stage of development and interests
- To develop your role within the team especially with regard as a key person
- To ensure that mealtimes are a time of pleasant social sharing
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
- To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
- To be aware of the profile of the nursery and to uphold its standards at all times, both within work hours and outside.