



# Coalway Early Years

**Coalway Early Years are committed to safeguarding children and to creating and maintaining the safest possible environment for the children who attend our setting.**

## Early Years Educator – Job Description

Post Title: Early Years Educator

Responsible to: Room Leader/ Managers

Location: Coalway Early Years

### Purpose of Job

To assist line managers in providing safe, high quality education and care for children aged 2 years to 5 years; to fulfil legal and statutory requirements; to be aware of and adhere to playgroup policies.

### Main Duties of the Post

- To ensure that the playgroup is a safe and stimulating environment for children, that equipment is safe and in good order, standards of hygiene and tidiness are high, safety procedures are implemented at all times.
- To assist in setting up and supporting a range of highly stimulating and exciting activities in the indoor and outdoor play areas, that will create an enabling environment in which all children can access the EYFS curriculum and learn through activities of their choice and those planned by the adults.
- To support the children individually, and in small and large groups to help them to achieve their full potential.
- To work with line managers to plan and teach small, large and group activities with the children as required.
- To engage with the ethos of the playgroup and to be receptive to new innovations, ideas and action plans to ensure that the playgroup continues to grow as an effective learning environment for pre-school children.
- To act as a Key Person for a small group of children and to carry out formative and summative observations in respect of their learning and development. To document these observations and to use these observations to plan stimulating and relevant activities and experiences that will help them to achieve their next steps in learning.
- To fully participate in team planning and other meetings and to be receptive to the ideas of colleagues and supervisors.
- To engage the children in planning their own activities and to support them in extending and developing their ideas.
- To undertake cleaning tasks, care tasks and food preparation pertinent to the job role.



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- To assist in completing registers, accident and incident books, and other administrative tasks as requested by line managers.
- To be aware of, and abide by the setting's policies and procedures, and the statutory requirements of the EYFS.
- To be fully aware of your role in respect of safeguarding children, setting policies and procedures, and local and national guidelines. To report any concerns in line with these procedures immediately.
- To attend monthly team meetings, training and opportunities for professional development as appropriate.
- Be committed to ongoing professional development and attend supervisions, appraisals and training where required and at the discretion of the Manager.
- To occasionally engage in fundraising activities, events, meetings, INSET days and other activities outside of normal operational hours (this will normally be paid or subject to TOIL).
- To undertake any other reasonable duties as specified by line managers.

## **Additional Information**

The post holder may be required to:

- On occasions, lead part or all of a session (subject to Level 3 qualification) in the temporary absence of the Room Leader under the guidance of other line managers. Cover other staff for sickness, holidays and other unexpected absence.
- Understand that their hours may be subject to change throughout the year according to business need.



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## Early Years Educator Person Specification

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<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Relevant and current level 2 qualification in early years childcare and education (or a willingness to work towards)	YES	
Relevant and current level 3 qualification in early years childcare and education		YES
Paediatric First Aid training (this will be a requirement of the post)		YES
Child Protection Training (this will be a requirement of the post)		YES

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with children in an educational setting (preferably in early years)		YES
Knowledge of EYFS curriculum		YES

<b>Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
A genuine desire to work with young children	YES	
Ability to use own initiative	YES	
Ability to communicate effectively and sensitively with both children and adults	YES	
An understanding of how to prioritise tasks	YES	
The ability to work as part of a team	YES	
To be committed to continuing professional development	YES	