

Job Description



JOB TITLE: Level 3 Educator
LOCATION:

REPORTS TO: Manager/ Deputy
MANAGER:

Job Purpose
<ul style="list-style-type: none">• To help deliver outstanding care and learning opportunities to all children within the setting.• To support the Room Leader in the effective and efficient running of the room you are assigned to.• To work with the team within the room, setting and company.• To ensure all policies and procedures in line with Company Policy, along with all aspects, legal and guidance, of The Early Years Foundation Stage and Ofsted's Registration requirements are met at all times.• To be an ambassador for Stars Day Nurseries.
Skills and Qualities
Essential <ul style="list-style-type: none">• Passionate about Stars Day Nurseries.• Presentable.• Shows initiative.• Works well as a team member.• Engages and supports parents and families.• Manage and organise time effectively.• Professional in all approaches.• Ability to use an online journaling system.• Can work in a team and independently.• Self-motivated and enthusiastic.• Positive 'can do' attitude.• Ability to work under pressure.• Prepared to work flexibly (some evenings and weekend required).• Reliable.• Maintain confidentiality. Desirable <ul style="list-style-type: none">• Diplomatic.• Confident.• Enjoys responsibility.
Experience, Knowledge and Qualification
Essential <ul style="list-style-type: none">• Minimum of Level 3 current and relevant childcare qualification.• Previous experience of working in a childcare setting.• Experience of working as part of a team.• Experience of working in partnership with parents and families.• Knowledge of the Early Years Foundation Stage.• Knowledge of Child Development Stages.• Knowledge of Safeguarding.• Knowledge of SEND Code of Practice. Desirable <ul style="list-style-type: none">• Experience of working as a Key Person.• Experience of working with external agencies.• Knowledge of Ofsted expectations.• Experience of the Observations, Assessment and Planning cycle

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Main Duties and Responsibilities

- To contribute to the drawing up of Individual Learning Plans which consider the 'Next Steps' of the individual, requirements of the Early Years Foundation Stage (EYFS) curriculum for guidance and Stars Day Nurseries 'Enhanced Curriculum' guidance and to monitor the effectiveness of the curriculum through regular observation and assessment. This may include working with other external agencies. (SALT, SEN, OT etc.)
- To be responsible for providing a high quality of education and learning, ensuring that appropriate experiences, stimulation and support is on offer at all times, to the children attending the setting.
- To own responsibility for ensuring that all performance management systems appropriate to your position are followed e.g. induction, probation, supervision, team meetings, appraisals and performance based objectives.
- To contribute to the daily programme of delivery of Stars Day Nurseries activities, experiences and events.
- To follow all guidance, and take responsibility for, the correct use of the Achievement Record for completing regular Observations and Assessments, including Next Steps and Planning, and to demonstrate awareness of the progress of all of your Key Children.
- To ensure that all key reports, including 'Termly Reports', '2 Year Progress Reviews' and 'Transition to School' reports are all completed to a high standard and within the time frame required.
- To ensure all administrative records are properly maintained and updated (daily registers, daily diaries, accidents forms etc.).
- To ensure the welfare and safety of children is promoted within the service and that any child protection concerns are always reported to the appropriate person and appropriately acted upon immediately.
- To liaise closely with parents/ carers, informing them about current curriculum changes and practices that may impact on their child's progress.
- To ensure that the setting is a safe environment for children, staff and all others entering the building. That equipment is safe, standards of hygiene are high, and safety procedures are implemented and followed at all times.
- To work as part of the team within your room in all aspects of your job, ensuring that the highest standards of practice are maintained at all times
- To follow instruction and guidance given to you by your Room Leader.
- To implement the recommendations of any regulatory inspection, either by Ofsted, a Local Authority representative or a member of the Management Support Team who may visit the setting.
- To ensure that all children accessing the service provision receive a balanced and healthy diet.
- To undertake all training that is deemed necessary for you in the role, your room or your setting, and to attend any conferences in representation of, and as an ambassador for, Stars Day Nurseries.
- To undertake any other reasonable duties as directed by any staff member in a position of seniority to you, whether usually based at your base setting or otherwise.
- To work as part of a team and as a professional role model to all other staff working within the team.
- To ensure the safety of children at all times. This includes, ensuring children are only collected by authorised people listed for the individual. Ensuring that any medications are administered in line with company policy and the requirements and permissions of the parents.
- To carry out daily risk assessment checks for ensuring all aspects of the room meet the requirements for set up. Informing the management of any issues or concerns that may become apparent.
- To work closely with all involved in any transition of the child, either from room – to – room within a setting or between settings, or the move on to school.

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As a Key Person
If you are assigned Key children, as a Key Person it is your responsibility to: <ul style="list-style-type: none">• Be the main contact for the parent and child, maintaining a link between setting and home.• Carry out all necessary assessments and to ensure an even balance of observations are made, with next steps planned for appropriately for each child.• To ensure all the child's needs are met whilst within our care and that a strong and healthy relationship is built with the child and parent.• To ensure that the 'Stars Enhanced Curriculum' is delivered appropriately alongside the EYFS giving every child the same opportunities for success and development.
Generic Responsibilities
<ul style="list-style-type: none">• To carry out all responsibilities with regards to Stars Day Nurseries 'Equality' policy and procedures and in line with the 'Customer Care' policy.• To comply with all Health and Safety at work requirements and laid down by the company.• To follow all company policies and procedures, whether they are outlined in the Job Description, Policies and Procedures File, Staff Handbook or within the employment contract. All elements of policy and procedure which make up the responsibility of an employee must be adhered to at all times.
Flexibility Clause
<ul style="list-style-type: none">• Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the company 'Stars' Day Nurseries Ltd', in a comparable post in any of the Company's other settings or positions as required.
Variation Clause
<ul style="list-style-type: none">• This is a description of the job as it is constituted at the date shown. It is the practice of Stars Day Nurseries to periodically examine the Job Descriptions of its employees, update them and to ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Management in consultation with post holders where appropriate and necessary to do so.• In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Directors and/or Area Manager reserves the right to impose the changes to your job description following consultation and giving reasonable notice.

Agreement of Job Description			
Signed by Employee		Date	
Signed by Manager		Date	