

Job Description



Job Title	Early Years Educator – Level 3
Reports to:	Manager/Deputy
Responsible for:	The care and education of children in the setting and the wellbeing of staff

Role Summary

As an ambassador for Stars Day Nurseries Ltd the Practitioner works closely with the setting Management Team to deliver outstanding care and learning opportunities to all children. The Practitioner is responsible for meeting the requirements of the Early Years Foundation Stage Statutory Guidance and for embedding Stars Day Nurseries Ltd policies and procedures within the setting. As a team member the Practitioner promotes effective teamworking, and communication within the setting.

Candidate Requirements

Working with children and families:

- Professional approach
- Proactive in Safeguarding
- Confidential approach
- Motivated and enthusiastic
- Experience of working as a key person

Professional skills:

- Effective communication
- Excellent time management
- Extremely reliable and trustworthy
- High-quality administration and IT competence
- Previous experience of working in a childcare setting
- Knowledge of the Ofsted Education Inspection Framework
- Experience of meeting the learning and development requirements of the Early Years Foundation Stage

Qualifications and Certificates:

- Relevant Qualification specific to the job title (checked against the UK Government Qualification Checker [Early years qualifications achieved in the United Kingdom - GOV.UK \(www.gov.uk\)](http://www.gov.uk))
- Current Paediatric First Aid (PFA) Certificate

Main Duties and Responsibilities

Safeguarding and welfare:

- Safeguard children and follow Stars Day Nurseries and Local Authority child protection procedures.
- Adhere to Health and Safety standards to ensure the setting promotes a safe and secure ethos.
- Notify the management team of any concerns regarding Health and Safety within the setting.

- Ensure the safety of children within the setting by following setting Risk Assessments.

Teaching, Learning and Assessment:

- Support the Management Team to deliver the Aspire Approach to the Early Years Foundation Stage, to ensure quality curriculum delivery for all children.
- Work with colleagues to enable children to make rapid progress and be ready for their next stage in life.
- To liaise closely with families using the key person approach. Informing families of their children's learning and progress and encouraging them to become involved in their children's learning.
- Work with colleagues and outside agencies to support and identify children with special educational needs and disabilities by following the graduated approach.

To deliver the key person approach in the setting by:

- Be the main contact for the family, maintaining a link between setting and home.
- To support the child's individual learning and development needs. Including planning and assessment to ensure children make good progress so they are ready for their next stage in life.
- To build a strong relationships with the family to enable the child to build strong attachments within the setting.
- To promote positive values, attitudes and behaviour. Dealing promptly with incidents in line with established policies.
- Respond to each child's needs for individual care and attention and provide a high level of care and supervision that will enhance the children's general health and well being.

Performance

- Participate in Performance Management processes including but not limited to induction, supervision, team meetings, probation, and performance-based objectives.
- Work with colleagues to maintain a positive, happy, and safe environment on a day-to-day basis.

Business

- Follow Management team guidance to ensure the smooth operation of the business.
- Complete relevant administrative tasks on a day-to-day basis and report these to the Management Team.
- Share responsibility with colleagues to care for and maintain resources and equipment within the setting.

Continuous Professional Development

Job Description



<ul style="list-style-type: none"> • Demonstrate a commitment to continuous professional development. • Undertake regulatory training necessary for your role to abide by the terms of your employment contract. • Reflect on the impact training and development has on your practice. 	
Flexibility Clause	Variation Clause
Other duties and responsibilities expressed and implied which arise from the nature and character of the post within Stars Day Nurseries Ltd, in a comparable post in any of Stars Day Nurseries Ltd other settings or positions as required.	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 Stars Day Nurseries Head Office in consultation with post holders where appropriate to do so. In this circumstance it will be the aim to reach agreement on reasonable changes but if agreement is not possible the Directors of Stars Day Nurseries reserve the right to impose changes to your job description following consultation and giving reasonable notice.
Acknowledgement	
You acknowledge receipt of this document and confirm that you have read, understood and accept the job description as described and you agree to act in accordance with Stars Day Policies and Employee Handbook	
HR signature:	Date:
Employee Signature:	Date: