

EARLY YEARS EDUCATOR (Bank Staff)

Reports to: **Nursery Leadership Team**

Our Coin Street Nursery in South Bank, London SE1, offers families and children high quality and affordable programmes, providing integrated childcare and early years' education. As the designated Children's Centre in the area, we are an Ofsted registered day nursery catering for up to 84 children from 3 months to 5 years of age. Our Early Years Educators are part of an Education team where each member uses their relevant skills to ensure the efficient running of the nursery. The team will provide high quality education and care in a stimulating environment, in the context of the nursery's relevant policies.

KEY RESPONSIBILITIES

1. To provide a safe and challenging environment, encouraging the development of children through play and social interaction, demonstrating and promoting good childcare practised in an inclusive environment.
2. To work as part of a team to deliver a high quality, accessible early years curriculum for children in accordance with the Early Years Foundation Stage framework.
3. To plan, prepare, develop and evaluate activities for individual and groups of children ensuring variety that maintains the interests of children and contributes to the children making progress in their learning and development.
4. To ensure children are safe, secure, and challenged through risk assessed activities. To maintain the nursery environment both inside and out, including the cleanliness of all toys, equipment, materials and play areas.
5. To be the key person for a group of children. To observe, monitor and record the progress of the children identifying next steps that will support their learning and development.
6. To provide personal care for the children whilst at the same time encouraging their independence and self-help skills
7. To follow accident and emergency procedures and to take all reasonable care to promote the health and safety of the children. To render first aid in accordance with policy and ensure accurate records are kept.
8. To carry out purposeful high-quality observations and contribute to children's assessments using the information to inform future planning.
9. To communicate effectively and work in partnership with parents/carers, establishing supportive, positive relationships enabling parents/carers to provide feedback, input their views and ideas to further support their child's development.

10. To attend and contribute to parent's consultations to ensure that children's progress is shared with parents on a regular basis.
11. To work in partnership with all Children Centre staff and outside professionals to promote the wellbeing of the child and ensure that all children make good progress and develop to their full potential.
12. To communicate effectively, attend and contribute to staff meetings, supervision sessions ensuring these are conducted in a professional manner.
13. To support students, volunteers, unpaid staff and students undertaking work placements, ensuring they are given the proper support to acquire the skills and knowledge to work effectively within the setting.
14. To keep up to date with current developments, research and training, sharing and developing good practice to continuously enhance your own role, taking responsibility for identifying and addressing training and development needs.
15. To contribute to and implement all nursery policies and procedures ensuring and adhere to the Coin Street staff code of conduct.
16. To ensure health and safety procedures are implemented and to follow accident and emergency procedures. To render first aid in accordance with policy.
17. To have due regard for safeguarding and promoting the welfare of children. To implement the Coin Street safeguarding procedures at all times, reporting any concerns to the designated safeguarding leads.
18. To work actively to prevent discrimination in line with the protected characteristics in line with current equalities legislation, promote inclusion, develop community relations and tackle any form of discrimination or racism.
19. To work in accordance with the SEN Code of Practice to support children with special educational needs to ensure the delivery of inclusive services within the settings for children with disabilities and special educational needs
20. To carry out the responsibilities of the post at all times with due regard to equal opportunities, GDPR requirements and the maintenance of confidentiality and service user choice and in compliance with nursery policies and procedures.
21. To make appropriate use of information technology and systems.
22. Carry out any other reasonable duties as required, consistent with the purpose and grade of the post. Work flexibly as may be required by the needs of the service.
23. To work in other parts of the Children's Centre such as the Creche and Holiday Club when required.

GENERAL REQUIREMENTS

- To comply with Coin Street's Equal Opportunities policies.
- To comply with Coin Street's Health & Safety policies.
- To comply with Coin Street's Safeguarding policies.
- To comply with Coin Street's ICT policies and procedures.
- To promote an organisational culture that reflects Coin Street's values:
 - *Creative: By looking for solutions rather than problems I will find better ways of doing things*

- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do and do the best job I can.*

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

A Childcare or Early Years Education qualification equivalent to NVQ 3 or above

At least two years' experience of working within an Early Years environment, demonstrating continuous professional development

Excellent reading, writing and IT skills

Knowledge and understanding of statutory frameworks relevant to early years' services including Ofsted and the Early Years Foundation Stage

An understanding of children's development and learning from 0-5 years and a commitment to the provision of an appropriate learning and care environment indoors and out

Experience in maintaining and managing the nursery environment, taking pride in their work

Knowledge of safeguarding and child protection procedures

DESIRABLE

Experience of working in an early years setting in a complex inner city environment, with a focus on vulnerable families

Experience of working with children with additional needs

Grade 'C' or above in GCSE Maths and English (or equivalent)

Safeguarding to at least level 1

PREVENT training

First Aid training

Food Hygiene Training

SKILLS AND PERSONAL QUALITIES

ESSENTIAL

Reliable, trustworthy, committed and punctual

Understanding of child development and the way in which children learn

Excellent attention to detail to ensure children's needs are met throughout the day

Ability to observe, record and plan to support and develop children's learning

Ability to undertake clear care routines

Excellent verbal and communication and interpersonal skills with children, parents and colleagues

Ability to develop good working relationships with parents/carers and understands the importance of partnership working

Ability to communicate effectively verbally and in writing, to record and maintain accurate online and paper records

Commitment to work well independently and collaboratively as part of a team

Good organisational skills

Understand the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations

A confident, calm and enthusiastic individual who is naturally warm and welcoming

A self-motivated proactive individual, who uses their own initiative to get things done

A level of physical and mental health adequate for the demands of the job

A positive approach and commitment to continuing their professional development

Before commencement of employment all new staff members will be required to undertake online safeguarding and PREVENT training.

I have read and agree to the above role and responsibilities.

Employee Sign: Name:Date

Line Manager Sign: Name:Date