

Job Description

Seymour House

Early Years Educator



Reports to: Nursery Leadership Team

The role of the Early Years Educator is to ensure all children receive outstanding quality care and educational opportunities. Meeting the children's individual needs, creating an enriched learning environment and working alongside the Nursery Leadership Team to implement and promote the Early Years Foundation Stage (EYFS).

The roles and responsibilities are communicated under 6 headings, the overarching purpose for each is outlined below:

Children

Working with the Nursery Leadership Team to continuously improve, embed and practice outstanding care and education across the Nursery, ensuring this is of the highest quality for the children in our care. Following our outstanding educational programme/curriculum to ensure children are provided with the opportunity to meet their full potential in line with the organisations vision, mission and values and an enthusiasm for learning. All team members comply with the requirements of the Early Years Foundation Stage (EYFS) and Ofsted registration and inspection criteria as lead by the Nursery Leadership Team. Using knowledge of the EYFS to observe, plan and assess children, regularly tracking their progress and ensure all records are maintained. Establish and maintain relationships with the children, practicing the key person approach to facilitate their learning and practice high quality teaching and learning based on the children's interests, maintaining an outstanding learning environment and resources that inspires children to learn taking into account diversity, promoting equality and inclusion. Work closely with parents to ensure they are fully informed about their child's progress and maintain relationships to further support children's learning and development. Work closely with shared providers, other agencies and the wider community to establish secure relationships to help support children's development. Ensuring all children are kept safe and Child Protection Procedures are followed.

Team

Working within the team in a professional manner, demonstrating a positive attitude to deliver outstanding care and education, by supporting each other's practice and striving to develop quality of teaching as a team. Share with the Nursery Leadership Team any concerns regarding practice or compliance with the organisations policies and procedures. Working together as a team to undertake any other duties that are reasonable and requested by the SEYE team or Managers. Demonstrating a commitment to CPD by actively participating in training opportunities and the Skills Development Programme. Actively reflecting on own performance on a regular basis, completing self-reviews and updating skills and objectives to ensure self-development positively impacts the quality of teaching and supports the delivery of outstanding care and education.

Parents

Create effective partnerships with all families, promoting a positive attitude and professional approach to achieve the best outcomes for children. Ensure parents and carers receive excellent customer care, encouraging families to fully engage in their children's learning and participate in opportunities at the nursery which enhance their child's educational journey. Sharing children's development and progress, clearly demonstrating the next steps and suggestions for home learning. Effectively communicate information to prospective families during views and provide guidance and reassurance to new families.

Environment

It is the responsibility of all team members to ensure the nursery environment is safe, clean and tidy and maintained to a high and professional standard. To ensure that the indoor and outdoor learning environment is promotes continuous provision and outstanding learning opportunities for children. Taking responsibility for the health and safety of themselves and others, ensuring a high regard for the importance of the nursery environment, resources, safety and hygiene is well maintained.

Finance

Working closely with the SEYE and Nursery Leadership Team in the use of resources and equipment effectively and efficiently. Liaising with the Nursery Leadership team on effective choices in resourcing for the nursery.

Quality

Adhere to the organisations policies and procedures, working together to promote the organisations vision, mission and values. Contribute towards activities directed by the Nursery Leadership Team which support the Reflective Practice Cycle and implement any recommendations made by external bodies i.e. Ofsted or internally through feedback or internal audit.

Other Information

This job description is not exhaustive, and the post holder is required to undertake any other reasonable duties as directed by the Nursery Leadership Team.

Seymour House is committed to safeguarding and promoting the welfare of children and young people and expects all team members and volunteers to share this commitment.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced check is completed and regularly updated through the Disclosure and Barring Service.

Seymour House actively promotes equal opportunities and are committed to equality and diversity for all our children and staff. Applicants will be considered on merit only, irrespective of race, sex, sexual orientation, disability, age, religion or belief.

A copy of the Company's Equal Opportunities Policy and Disclosure Information Policy is available on request.

Essential requirements for the post of Early Years Educator:

- A Early Years education qualification to Level 3 or equivalent
- If Level 3 started after Sept 2014, must have GCSE Maths and English Language grades A-C/Level 4 or above