



Job title	Early Years Educator Level 3 or level 2 working towards level 3
Report to	Managers and Deputy
Purpose of the job	To work as a key person in the pre-school team. To provide safe, high-quality education and care for young children.
Safeguarding	Stannington Village Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of Safeguarding across SVPS.

Prime Responsibilities
<ol style="list-style-type: none"> 1. To contribute to the planning of the curriculum using the Early Years Foundation Stage (EYFS) and Birth to Five Matters for guidance. 2. To help to set up for the day and to help tidy away/clean at the end of the session. 3. To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met. 4. To work in partnership with parents/carers and other family members, exchanging information about children's progress and encouraging parents' involvement. 5. To advise the Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary. 6. To teach children, offering an appropriate level of support and stimulating play experiences. 7. To ensure that children are kept safe and that you understand when to follow child protection procedures. 8. To support meal times within the setting. 9. To actively participate at team meetings, supervision meetings and appraisal meetings. 10. To attend training courses as required and to take responsibility for personal development. 11. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job. 12. To <u>read</u> and adhere to <u>all</u> the setting's operational policies and procedures, e.g. Safeguarding, Prevent, health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting. 13. To ensure that adequate records are kept and updated in a timely manner. 14. To promote the setting to current parents and potential customers. 15. To actively assist the setting to achieve and maintain a minimum good Ofsted rating at the next inspection. 16. To undertake any other reasonable duties as directed by the committee in accordance with the setting's business plan/objectives and the changing nature of the role.
<p>This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.</p>

Person specification

Essential criteria

1. Level 2 or 3 early years education and childcare qualification or valid equivalent. [Check early years qualifications - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
2. Willingness to learn and undertake ongoing training.
3. Academically able and must have GCSE Grade C or above in Maths and English or equivalent.
4. Previous experience of working with children 2-4 years old.
5. Sound knowledge of child development from birth to five years.
6. Knowledge of the Early Years Foundation Stage (EYFS).
7. Knowledge and understanding of safeguarding and child protection procedures.
8. Good verbal and written communication skills.
9. A working knowledge of play-based approaches to children's learning and development.
10. A commitment to continuously promote a culture of safeguarding.
11. A commitment to equal opportunities.
12. A commitment to working effectively with young children and families.
13. A friendly and flexible approach at work which facilitates the development of effective relationships.
14. Suitable both mentally and physically, to care for children.
15. Eligibility to work in the U.K.

Desirable criteria

1. 1 year early years experience
2. Recent experience of working with two year olds.
3. Current valid Pediatric First Aid qualification and basic safeguarding training.

Mandatory requirements

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service Check.

Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

SVPS – Equality Statement:

Stannington Village Pre-school is committed to recognising, valuing and respecting the diversity of its employees, service users, volunteers and job applicants. We recognise that everyone has a contribution to make and we aim to ensure that all individuals with whom we have contact will be treated in a fair and consistent manner.

We recognise that certain people face discrimination based on factors such as their race, ethnic or national origins, religious and political beliefs, gender, disability, sexuality, age, marital status and linguistic ability. With this in mind, we will work within the current legislative framework and within the sphere of best practice in order to promote equality and value diversity, and work to address unfair treatment, discrimination and prejudice when found within the workplace.

It is expected that the principles of diversity and equality will underpin all of our work, and the work of our employees.

- All staff are entitled to undertake their tasks in an environment which promotes dignity and respect for all.
- No form of intimidation, bullying or harassment will be tolerated.
- The setting seeks to provide service users with services that are relevant to their needs and to give, where possible, all sections of the community equal access to those services.
- A commitment to diversity and equality within the working and wider environment is good management practice and makes sound business sense.
- This policy is fully supported by the setting's leadership.