

# CENTRAL@RLK

Former Robert Le Kyng Children's Centre Building,  
Westcott Street, Swindon, Wiltshire, SN1 5HS  
01793 617484

[central.rlk@hotmail.com](mailto:central.rlk@hotmail.com)



Name:	
Job Description:	Early Years Educator <i>(This position does not include any additional roles - which would be detailed in a separate Job Description)</i>
Hours of work:	To be discussed at interview. This will include some 6pm finishes. Occasionally you may be asked to work extra hours to cover staff absence, this will be discussed with you and reasonable notice will be given.
Reports to:	Tessa Lacey, Lisa Frost and Central Pre-school Board of Trustees
Responsible for:	The shared care and education of up to... ➤ Children aged 2-5 years

An Early Years Educator will be responsible for the shared responsibility for the daily activities within the session; providing a stimulating and varied programme of play; ensuring the safety and well-being of the children, as well as being a keyperson for a group of children. The Early Years Educator will report to a senior member of staff (i.e., room leader) and will work with the staff members in their room to implement and enforce all the requirements and requests made of them by the management team.

To achieve this, an Early Years Educator will:

## **Key area: Environment**

1. Be aware and adhere to all the setting's operational policies and procedures e.g., Health and safety, maintaining children's safety and security etc.
2. Take joint responsibility with the setting's Management Team for identifying and acting upon concerns about equipment needing repair or replacement.
3. Help prepare and set out the playroom for the daily programme before children arrive and tidy it up after the children leave.

4. Undertake curriculum planning using the EYFS guidance and assist other with shared planning.
5. Attend staff meetings and actively participate at team meetings, supervision, and appraisal meetings.
6. To undertake any other reasonable duties as directed by the setting's Management Team in accordance with the setting's objectives.
7. Attend relevant meetings and courses as directed by the setting's Management Team or Board of Trustees.
8. Be committed to Equal Opportunities.

**Key area: Staff**

9. Be responsible for providing a high quality of teaching; ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
10. Act as the keyperson for a small number of children (16 maximum), liaising closely with parents/carers and ensuring each child's needs are recognised and met.
11. Run parent meetings for your allocated key children.
12. Attend staff meetings and help plan and prepare curriculum planning for your group of children and the setting as a whole.
13. Commit to training as necessary to ensure the setting is adequately qualified.
14. Attend, participate, and contribute to all scheduled in-house training by:
  - Assisting in identifying training needs for yourself and the other staff members in your allocated room.
  - Coaching and mentoring all staff members, volunteers, and students (as required).
15. Help plan, provide, and take part in all the setting's activities by:
  - Being aware of activities planned and the input required by staff members, volunteers and/or students.
  - Supporting and guiding other staff members, volunteers and/or students in respect of the requirements of such plans i.e., Leading by example.
  - Being responsible for the co-ordination of the staff planning under the guidance of the setting's management team.
16. Demonstrate the setting's values and help to operate and maintain a zero-tolerance politics system with the setting, with an open door approach to work and conflict resolution; treating everyone with respect to create a sound working environment.
17. Liaise regularly with the team of staff you lead within your room; supporting them with any issues that may arise and/or providing any

support required of you. Promptly reporting any concerns or issues back to the management team (especially if the management team are off site).

**Key area: Curriculum**

18. Take an imaginative and active role in all of the setting's activities, showing initiative where appropriate.
19. Supervise and support planned daily session activities.
20. Listen to, encourage, enable, stimulate, and ensure the safe keeping of children by:
  - Having full and detailed knowledge of the EYFS and the policies and procedures of the setting.

**Key area: Children**

21. Adhere to the setting's confidentiality and equal opportunities policies.
22. Take part in special events, outings, visits, and fundraising events.
23. Liaise with parents/carers, informing them of the setting's policies and curriculum. Exchanging information about children's progress and encouraging parents' involvement.
24. Take a joint responsibility with the staff within your room, SENCO and/or Designated Safeguarding Lead in identifying and acting upon concerns about a child. This will be carried out in adherence to the confidentiality policy at all times.
25. Keep any information regarding the children, their families or other staff learnt as part of the job, completely confidential. All staff members are responsible for communicating with parents in an articulate and appropriate manner regarding confidential matters, adhering to the confidentiality policy at all times. Room leaders should provide staff members within their room, with support in this if necessary.
26. Advise the manager of any matter requiring attention such as concerns about a child, parent (preserving confidentiality when necessary) and/or concerns about resources or staff conduct.

### **Key area: Administration**

27. Be fully competent in all aspects of the setting's administration required to fulfil your role.
28. Complete all paperwork as directed by the management team i.e.
  - Transition documents
  - Observations - general and key-child
  - Monitoring
  - Progress Summary Sheet (PSS) Reports
  - Planning Sheets
  - Keeping the key children records up to date with all work in date order and photos and evidence attached.
  - Keeping key-children's learning journals up to date with all work in date order, with relevant photo and/or other evidence attached.
  - Any additional paperwork required due to the age & stage of the Child i.e., 2 year old progress check.
29. Reading and confirming you have read any documentation provided to you by the management team i.e.
  - Minutes of Meetings
  - Policy of the week
  - Self-Evaluation documents (i.e., VSSR/SEF/Safeguarding Audit)

***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 management team.***

### **Person Specification - Essential criteria**

- Willingness to learn and undertake further training.
- Sound knowledge of the Early Years Foundation Stage (EYFS) or willingness to learn.
- Sound knowledge of Child Protection procedures.
- Sound understanding of child development from birth to five years, including an understanding of play-based approaches to children's learning and development.
- Commitment to equal opportunities.
- Excellent communication skills.
- Commitment to working effectively with young children and families.
- Friendly and flexible approach at work which facilitates the development of effective relationships.
- Health clearance for the role.

