

Job Description Early Years Educator/Practitioner Level 3

Job Title: Grade 3 Nursery Educator/Practitioner

Salary: SCP 8-11

Hours: Job Purpose: To enable children to engage in a range of play and learning opportunities and to participate in the day to day running of the setting.

Responsible to: Deputy Headteacher, Nursery Leader or Teacher

Main duties and responsibilities:

- To provide and maintain a high quality service to children and their families working as part of a staff team to meet children's individual needs.

Children and Families:

- To develop and maintain positive relationships with children and families.
- To assist with the planning and delivery of a wide range of activities to meet children's needs.
- To work within the EYFS and promote high standards of care for the children.
 - To assume responsibility for key children and ensure their developmental needs are met, accurately recorded and learning diaries are up to date.
 - To maintain a child-centred environment by reviewing displays, resources and room lay out with the team.
 - To use observation and reflective practice to contribute to planning and evaluation in the setting.
 - To maintain children's safety and wellbeing at all times. To take any action required to ensure the safety and welfare of children and to report any concern immediately to the class teacher.
 - To ensure good communication between staff and parents/carers.

Staff:

- To work as a positive role model and member of the staff team.
 - To work with the teacher in planning activities, evaluating and adjusting work as appropriate.
- To attend and participate in meetings and take part in training and other learning activities as required.
 - To provide general clerical/admin support e.g. produce resources for agreed activities.

General:

- To be aware of and comply with policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To keep records as required.

- To maintain positive working relationships with relevant external professionals.
- To support and develop an environment which is inclusive for all and recognises and encourages diversity.
- To represent the setting professionally at all times, maintaining the settings integrity and being open to both giving and receiving feedback.