

## **Alder Grove CofE Primary School**

### **Early Years Educator (Level 3)**

#### **JOB DESCRIPTION**

**Salary:**

**Contract type:** Permanent, Term Time, 35 hours/week

**Reporting to:** EYFS Lead

#### **Context of Role**

- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
- To ensure the health and safety of EYFS children during the lunch break

#### **Early Years Educator:**

The main responsibilities for this post are:

- To work in conjunction with the rest of the staff team to ensure high quality delivery of the EYFS curriculum.
- To take responsibility for maintaining agreed areas of a well-resourced, attractive learning environment.
- To plan and deliver learning activities to groups and individuals.
- To observe and assess children in order to plan for next steps in their learning and contribute maintaining pupil records.
- To build and maintain strong partnerships with parents to enable children's needs to be met effectively.
- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- To be flexible within working practices of the setting, undertaking other duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, first aid, personal care etc.
- To attend where appropriate, staff training, after school meetings and educational trips.

#### **Monitoring, Assessment, Recording, Reporting:**

- To assess how well learning objectives have been achieved and use them to improve specific aspects of teaching.
- To provide feedback for pupils and set targets together for progress.
- To assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving.
- To liaise effectively with parents, giving feedback and encouraging parents to support their children at home.

#### **Impact on Wider School:**

- To promote and support the principle that all class-based staff are leaders of learning.

- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

### **Personal Qualities and Attributes:**

- To model the school values and vision as we continue to establish ourselves as a newly opened school.
- To be creative, warm, engaging and transparent.
- To be well organised, calm and positive.
- To be able to quickly engage and build appropriate relationships with children.
- To have high levels of emotional literacy.
- To be dependable and reliable.
- To be willing to go the extra mile, have high levels of stamina, energy and determination.
- To be an effective team member and a model of professionalism.
- To be flexible, able to respond quickly to changes and think on your feet.

### **Other Professional Requirements:**

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.