

JOB DESCRIPTION

Job Title	Early Years Educator Level 1+
Responsible to	Assistant Head Teacher

Job Purpose:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. Planning, preparing and delivering learning activities for Individuals, groups or whole class, monitoring and assessing pupils and recording and reporting their progress.
- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes and management/preparation of resources with individuals/groups, in or out of the classroom including lunch time.

Key Accountabilities:

Support for pupils

- Dressing and undressing children whenever necessary throughout the day, arrivals, departures, playtimes and Physical Education (P.E.) classes.
- Preparing children for swimming and dressing them afterwards if required.
- Feeding children unable to feed themselves at lunchtime and supervising drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.
- Moving and handling children, where necessary, following Health and Safety guidelines.
- Assisting individual children with their mobility and independence training, including the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Toileting continent children, with assistance from colleagues where it has been assessed that more than one member of staff is required. (*This does not include children requiring specialist nursing skills e.g. catheters*). Occasionally, changing continent children who have soiled, with help from colleagues

Support for teachers

- Maintaining high standards of hygiene.
- Attending to the needs of sick or injured children. Applying First Aid as necessary, recording accidents and attending to children who are unwell until they are collected
- Assisting with support for children who are identified as having special requirements (including those with complex needs), by assisting with performance of clinical procedures which may be undertaken by non-health qualified staff eg. administering prescribed medicines, catheter care, tracheostomy care etc.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the curriculum

- Participating in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Education, Health and Care Plans (EHCP's).
- Preparation of the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.

- Taking responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- Supporting children who are identified as having Special Educational Needs (SEN) or English as an Additional Language (EAL), by organising the implementation of EHCP's set by other professionals.
- Accompanying children on outside activities (e.g. swimming, educational visits, etc.) Encouraging the children's development, independence, self-reliance, initiative and problem-solving skills.
- Observing children's activities and contributing to their written records.
- Working in a non-discriminatory way, being aware of difference and ensuring all pupils have equal access to opportunities to learn, develop and reach their potential.
- Maintaining respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Being supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- When necessary supporting the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Preparing the classroom as directed for lessons, clearing afterwards, and assisting with the display of pupil's work.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Early Years Educator Level 1+

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Good numeracy/literacy skills	✓		✓		
NVQ 3 for Teaching Assistants or equivalent qualifications or experience	✓		✓	✓	
Working with or caring for children at Foundation Stage, including those who may have special needs.	✓		✓	✓	✓
First aid training as appropriate		✓	✓		
Knowledge & Understanding					
A sound understanding of early childhood development and learning	✓		✓		✓
Training in the relevant learning strategies		✓		✓	
Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓			✓	
Good working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.		✓	✓		
Skills & Abilities					
Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.	✓		✓		✓
Displays commitment to the protection and safeguarding of children and young people.	✓		✓	✓	

Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children	✓		✓		
Effective use of ICT to support learning. Use of other equipment technology.		✓	✓		
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓		✓		
Personal Skills and Attributes					
Ability to relate well to children and adults	✓		✓	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities.	✓		✓		