



## **JOB DESCRIPTION**

<b>POST TITLE</b>	<b>Assistant Early Educator</b>
<b>SERVICE LOCATION</b>	<b><i>1<sup>st</sup> Place Children and Parents' Centre</i></b>
<b>PURPOSE OF JOB</b>	<ul style="list-style-type: none"><li>• To be part of a team providing a stimulating, caring and safe learning environment for children from 0-5 years of age</li></ul>
<b>SALARY RANGE</b>	<b>£ 20,225.40</b>
<b>HOURS OF WORK</b>	<b>36 Hours a week</b>
<b>RESPONSIBLE TO</b>	<b>Early Education and Childcare Manager</b>
<b>Interview dates:</b>	<b>TBC</b>

## **JOB DESCRIPTION FOR POST OF:- 1<sup>st</sup> Place Assistant Early Educator**

### **PARTICULAR RESPONSIBILITIES**

#### **Provision of High Quality Play and Learning Opportunities**

- To promote and support the development of an innovative approach to children's learning based on a Reggio Emilia model that includes a respectful image of children as competent and capable, a close relationship between the Centre and the community, and the importance of the environment as an educational force.
- To provide a stimulating, safe, caring and environment for children that meet their emotional and social needs, including those with special needs.
- To work as a member of a team to meet the needs of children as individuals within the group, and to assist in planning a programme of activities which extends their learning and meets the children's needs
- To liaise with colleagues to plan and implement developmental projects
- To participate in the key person system
- To promote a working environment in which the emotional, social, psychological, physical, developmental and educational well-being of children is paramount and in which a supportive, empathetic and non-judgemental approach is used in all interactions with children and their families.
- To promote inclusive attitudes and practices to accommodate and support the diversity of the local community.
- To promote, encourage and support the active involvement of parents/carers in their child's learning
- To ensure that all Safeguarding Children Board procedures relating to child protection issues are adhered to as necessary.
- To promote an environment where children are encouraged to explore and investigate, directing their own activities and play as much as is practicable, while ensuring that the critical elements of an early year's curriculum are fulfilled.

- To facilitate a creative and innovative range of play and learning experiences, making full use of indoor and outdoor opportunities
- To work within the Early Years Foundation Stage curriculum.

**General**

- To attend staff meetings
- To undertake training towards achieving a Level 3 qualification in early years and childcare if required
- To participate in supervision and appraisal sessions.
- To undertake all duties with regard to the Centre's Equal Opportunities policy and procedures

This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

N.B. All staff are expected to provide support for each other, to cover for each other's areas of work during absences, to share information and to contribute generally to the smooth running of the nursery. Staff may also be required to undertake other duties within their capabilities.

## 1<sup>st</sup> Place Assistant Early Educator - PERSON SPECIFICATION

The person specification describes the characteristics (skills, knowledge, experience and qualifications) that are needed to carry out the duties in the job description, and will be used as the basis for short-listing and interview.

	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; qualifications</b>	Level 2 Early Years and Childcare qualification	Working towards a Level 3 qualification
<b>Experience &amp; Abilities</b>	<p>Knowledge of the emotional, physical, psychological and educational development of children, in order to provide an environment in which the child's full potential can be developed, and in which parents/carers can be supported in their relationship with their children.</p> <p>Knowledge of the particular requirements of children with special needs in terms of their support, development and care planning.</p> <p>Experience of working with parents and carers from a range of cultural backgrounds, encouraging full participation in their children's play and learning opportunities</p>	<p>Understanding of Reggio Emilia approach:</p> <ul style="list-style-type: none"> <li>• a respectful image of children as competent and capable</li> <li>• the child's role in constructing knowledge through exploration and relationships</li> <li>• the importance of the environment as an educational force</li> </ul> <p>Experience of working with children under 3 years.</p>
<b>Skills</b>  - <b>Communication</b>	<p>Ability to communicate effectively both orally and in writing, including the writing of reports and records</p> <p>An empathetic, supportive and non-judgemental attitude towards children, parents/carers, staff and trainees/volunteers</p>	<p>Knowledge of the Code of Practice for Special Educational needs and child protection issues</p>
<b>Personal Qualities</b>  - <b>Flexibility</b>	<p>Responsive to change and ideas; able to adapt to new systems and flexible working patterns</p> <p>Willing to undertake training</p>	

<b>Computer and IT Skills</b>	Knowledge of using computers for typing, editing and word processing.	Uploading photographs and use of publisher, knowledge of software used for tracking and monitoring. Microsoft outlook
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