

JOB DESCRIPTION

POST TITLE	Assistant Early Educator - Bank
SERVICE LOCATION	1st Place Children and Parents' Centre or any other suitable location required
PURPOSE OF JOB	<ul style="list-style-type: none">• To be part of a team providing a stimulating, caring and safe learning environment for children from 0-5 years of age• To provide staff cover in the nursery as necessary• To provide sessional care through mobile crèches as required across the locality.
SALARY RANGE	£11.92 per hour level 2 £12.43 level 3
RESPONSIBLE TO	The 1st Place Early Education and Childcare Manager
RESPONSIBLE FOR	

JOB DESCRIPTION FOR POST OF:- 1st Place Bank Worker (Assistant Early Educator)

PARTICULAR RESPONSIBILITIES

Provision of High Quality Play and Learning Opportunities

1. 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.
2. To provide a stimulating, safe and caring environment for children that meets their emotional and social needs, including those with special needs.
3. To support and work in partnership with parents of children who attend the nursery and those who use the crèche service at different venues.
4. To promote, encourage and support the active involvement of parents/carers in their child's learning
5. 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
6. 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.
7. To promote inclusive attitudes and practices to accommodate and support the diversity of the local community.
8. To ensure that all Safeguarding Children Board procedures relating to child protection issues are adhered to as necessary.
9. 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 years curriculum are fulfilled.
10. To facilitate a creative and innovative range of play and learning experiences, making full use of indoor and outdoor opportunities
11. To work within government guidelines for the "early years foundation stage"

General

1. To undertake any other tasks which benefit the development of the wider 1st Place community and the children and families whom we serve when requested by the line manager.
2. To participate in team and centre meetings when requested.
3. To undertake training relevant to the post
4. To participate in supervision sessions.
5. To undertake all duties with regard to the 1st Place policy and procedures including Health and Safety, Equal Opportunities and the Safeguarding of Children

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.

1st 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.

	Essential	Desirable
Education & qualifications	Good general level of education	Working towards a Level 2/3 qualification
Experience & Abilities	<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"> • a respectful image of children as competent and capable • the child's role in constructing knowledge through exploration and relationships • the importance of the environment as an educational force <p>Experience of working with children under 3 years.</p>
Skills - Communication	<p>Ability to communicate effectively both orally and in writing and keeping 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> <p>Knowledge of Full day and Sessional Care Standards</p>
Personal Qualities - Flexibility	Responsive to change and ideas; able to adapt to new systems and flexible working patterns	

	Willing to undertake training	
--	-------------------------------	--