



Job description

Job title:	Early Years Educator Level 3
Directorate:	Camberwell After School Project
Department:	Beanstalk Climbers Nursery
Reporting to:	Early Years Nursey Manager
Salary:	£11.95 per hour Term time only (£16,933.00 per annual inclusive of 28 days paid annual leave.)
Hours:	8.00am – 3.00pm (32.5 hours per week - Monday – Friday 38 weeks /term time only)

JOB CONTEXT

Camberwell After School Project provides an integrated childcare services to children from age 2 to 11 years. We operate our services from 14 Badsworth Road, Camberwell and open 5 days a week, Monday to Friday, 49 weeks a year between 7.45am to 6.30pm.

The Beanstalk Climbers Early Years provision currently operates from 8:30am to 2.30pm Monday to Friday 38 weeks per year during term time.

CASP aims to advance the development and education of children, young people and adults offering appropriate play, education, care, family learning and out-of-school-hours services and providing appropriate training and learning opportunities to improve the employability, well-being and personal development of young people and adults.

Our services include a pre-school nursery, after school collection from several schools, school holiday play schemes and early morning breakfast and school drop off services.

PURPOSE OF THE POST:

To Support the Early Years Nursery Manager and staff team with the supervision and co-ordination of the Beanstalk Climbers Early Years service for age two to four years. Enabling children to develop both socially and academically by the provision of the pre-school and early year's curriculum.

To deliver quality play provision for children and their families in a safe, stimulating, and happy learning environment.

To work closely with the Early Years Nursery Manager to ensure adequate supervision and support of good practice amongst, staff team, trainees, students, and volunteers are followed.

MAIN DUTIES AND RESPONSIBILITIES:

Support for Children:

Participate in curriculum planning and evaluation, contributing own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEP's).



Prepare the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.

Take responsibility for key children for varying types of activity, under the direction of the nursery manager.

Ensure the equipment is set up before the children arrive and tidied away after each session.

Support children who are identified as having Special Educational Needs (SEN), or English as an Additional Language (EAL), by organising the implementation of IEPs set by other professionals.

Accompany children on outside activities (e.g., Local parks, educational visits, etc.).

Encourage children's development, independence, self-reliance, initiative, and problem-solving skills.

Observe children's activities and contribute to their written records.

Work in a non-discriminatory way, being aware of differences and ensuring all children have equal access to opportunities to learn, develop and reach their potential.

Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.

Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.

Support the nursery manager with the registration, introduction and settling in process of children and families into the setting.

Carry out a full record keeping programme for key children according to EYFS and organisation's policy.

Liaise with other professionals involved in the child's welfare (speech therapist, health visitor, family support worker etc.)

Keep up to date with current issues and developments concerning the early years and to undertake further training as required.

To ensure that children are always supervised indoors and outdoors, in line with ofsted requirements.

To ensure that all ofsted welfare requirements are met.

To keep up to date with current issues and developments concerning the early years and to undertake further training as required.

To meet the requirements of the Southwark's early years and childcare including attending external meetings when required.

**SAFEGUARDING:**

Maintain high standards of hygiene.

Ensure that the indoor and the outdoor area is always safe, and the health and safety policy is implemented.

Attend 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.

PERSONAL CARE:

Supervise and encourage children to eat their lunch and support those unable to feed themselves at lunchtime.

Move and handle children, where necessary, following Health and Safety guidelines.

Change incontinent children who have soiled or wet nappies, support children with toilet training, with assistance from colleagues where it has been assessed that more than one member of staff is required.

EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to the appropriate person.

PHYSICAL EFFORT

There is a requirement, subject to appropriate training, to lift and carry children.

Physically fit to lift and move play equipment, tables, and chairs.

WORKING ENVIRONMENT

There is a need, from time to time, to wipe up blood and other bodily fluids.

MENTORING/ADVISING:

Assist the person responsible for work experience students, acting as mentor and adviser for student in the nursery. Working with the nursery manager in the supervision and assessment of students working towards their childcare qualifications.

GENERAL REQUIREMENTS:

Take part in CASP's performance management system.

Attend weekly meetings to plan the curriculum and individual learning plans for children and attend team and organisation's meetings.

Strong commitment to furthering equalities in both service delivery and employment practice.

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.



RANGE OF DUTIES

The principal accountabilities are listed in this job description. In addition, you are required to perform at the appropriate level of responsibility, whether specifically contained in the job description or not, and is reasonable in all the circumstances having regard to exigencies of the service, your experience, abilities and aptitudes, and all other relevant matters.

In this context you may be required to transfer temporarily to another role or to undertake a range of other duties, at short notice and at any time as may be required due to the needs of the service.

The organisation reserves the right to restructure and reorganise itself in any way which it considers appropriate to meet the objectives of the business. This may result in changes to your job content and/or location and redeployment or redundancy.

ADDITIONAL INFORMATION

You may be asked to work on occasional evening or weekend.

SUPERVISION

The post holder is managed by the Early Years Nursery Manager.

The post holder is responsible for the supervision of the early year's practitioner, work experience students and volunteers.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may occur from time to time, as necessary.

DISCLOSURE & BARRING SERVICE (DBS)

This post will have a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhance disclosure will be sought through the DBS as part of CASP's pre-employment checks. This post will also be required to complete a Disqualification by Association Declaration and a Suitability Declaration

Please note that additional information referring to the barring and disclosure service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.



Person Specification

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Criteria	Essential	Desirable
Qualifications		
1. Level 3 childcare & education qualification or equivalent.	✓	
Experience		
2. Working with or caring for children aged 2 – 4 years, including those who may have special needs.	✓	
3. Experience in a childcare role, ideally in a variety of early year's setting.	✓	
Knowledge		
4. A sound understanding of early childhood development and learning.	✓	
5. Training in the relevant learning strategies.		✓
6. First aid training/training as appropriate is desirable.		✓
7. Understanding of relevant polices/codes of practice and awareness of relevant legislation.		
8. Good working knowledge of the Early Years Foundation Stage curriculum and other basic learning programmes/strategies.	✓	
9. Ability to plan and implement the Early Years Foundation Stage	✓	
10. An understanding of Child Protection /Safeguarding issues and procedures.	✓	
Skills and abilities		
11. Good numeracy and literacy skills with including written and spoken English.	✓	
12. Effective use of ICT (Information and Communication Technology) to support learning.	✓	
13. Fluent in Spanish speaking language	✓	
14. Use of other equipment technology.		✓
15. Ability to relate well to children and adults.	✓	
16. Ability to plan and implement the Early Years Foundation Stage	✓	
17. Ability to work with parents and to encourage their involvement	✓	
18. Ability to work as a team	✓	



19. Good physical and mental health	✓	
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Physically fit to move play equipment, tables and chairs to carry out the duties of the position.