Job Description
Early Years Educator – SEND Support

Function or Purpose

- Support the Senior Early Years Educators in providing high-quality care and education for all children.

Core Duties

Under the overall direction of the Leadership Team, SENCos, SALT and other agencies

- Ensure the happiness and security of the children by providing high standards of integrated care and education.
- Under the direction of the SSC Teaching Staff and Keyworker, carry out activities that are designed to ensure that all children's developmental needs are met.
- Involve yourself actively (where appropriate) with all children in their activities; stimulate, encourage and extend these explorations.
- Maintain good order and discipline among the children to ensure their well being and safety (noting relevant policies including Health & Safety, Child Protection etc.).
- Encourage close involvement of parents and carers in all aspects of their child's development and nursery activities.
- Demonstrate respect for children's life experience and diversity in terms of language, ability, culture, race and religion.
- Ensure that all equipment is tidied away and the area is left neat and clean at the end of each session.
- Observe individual children's development and report observations to the SENCo or Key Worker.
- Evaluate impact of specific activities, record and share with SENCo or Key Worker.
- In conjunction with the whole team, take responsibility for looking after the environment including the care and maintenance of the children's equipment.
- Attend and participate in planning staff meetings, in-service training, performance management and other professional development opportunities as required.
- Assist with maintenance of areas of the Nursery School.
- Provide cover for SSC Staff, when and where required.
- Be vigilant for ensuring the safety of all children entering and leaving the Nursery School building when opening the door at the beginning and end of session and monitoring children and their parents/carers.

According to the policies and procedures of Bognor Regis Nursery School:

- Have a responsibility towards safeguarding and promoting the welfare of children.
- Be aware of and abide by relevant policies, procedures and standards required by Bognor Regis Nursery School.
- Promote the Nursery School as a high-quality facility within the community
- Undertake any other tasks necessary to maintain the wellbeing of the children and ensure the smooth running of the nursery.
- Understand the integrated nature of the provision and ensure that excellent channels of communication are maintained at all times.

Personal Attributes required **(on the basis of the job outline)**	**Essential (E) or Desirable (D)**	To be identified by: **application form / interview / reference**
Qualifications		
● Good general education to GCSE level.	E	Application Form
● NVQ in Childcare and Education Level 3	E	Application Form
● Paediatric First Aider or willing to undertake training	D	Application Form
● Food Hygiene Certificate	D	Application Form
Experience		
● At least one year's experience working with children aged 3 – 5 years in a nursery setting.	E	Application Form/Reference
● Demonstrate suitability to work with children	E	Interview/Reference/DBS
Knowledge:		
● Knowledge of the development of children aged 3 – 5 years.	E	Application Form/ Interview
● Knowledge of the needs of these children (e.g. emotional, physical, intellectual, nutrition etc).	E	
● Food Hygiene Procedures and Practice	E	Application Form/ Interview
● Health & Safety Procedures	E	Application Form/ Interview
Skills:		
● Good interpersonal and communication skills to form effective relationships with children, parents and colleagues.	E	Interview/Reference
Abilities:		
● To work as part of a team to provide high quality integrated care and education at all times	E	Interview/Reference
● To carry out appropriate activities under the guidance of the supervisor.	E	Interview/Reference
● To maintain excellent standards of food hygiene.	E	Interview/Reference
● To work on own initiative when appropriate	E	Interview
● To form good working relationships with parents and professionals from a wide range of social, cultural and ethnic backgrounds and to value parental involvement.	E	Application form/ Interview
Other		
● To be committed to working to a high standard.	E	Interview
● To be committed to providing equal opportunities to all adults and children.	E	Interview/Reference
● Reliable and punctual.	E	Interview
● Enjoys working as part of a team.	E	Interview
● Willingness to undertake training and a commitment to personal and professional development.	E	Interview