



Chadwell Primary School

High Road, Chadwell Heath, Romford, Essex. RM6 4EU

Tel: 020 8590 1242

JOB DESCRIPTION

Post: Early Years Educator

Salary Scale: Grade LBR 5 points 12-15 (£25,087 - £26,206 approx. pro rata salary)

Reports to: SENCo

Purpose of the Post: To complement the professional work of teachers by taking responsibility for agreed post: learning activities under an agreed system of supervision.

Support for Children:

- Work under the guidance of the class teacher and colleagues, in order to support and extend the children's learning.
- Contribute own thoughts and ideas to termly, weekly, daily plans and Individual Education Plans (IEPs).
- Prepare the learning environment, assisting in the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Take responsibility for a small group of children for varying types of activity, under the direction of the teacher.
- 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 (eg. swimming, 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 pupils 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.

Key work:

- Oversee the introduction and settling in process for children and families into the school/centre, including initial home visit with parent and giving initial information on school/centre policies.

- Take responsibility in planning, tracking and evaluating.
- Set individual targets and monitor progress.
- Carry out a full record keeping programme for each child according to school/centre policy.
- Be the first contact for key parents.
- Set targets and review IEPs, in collaboration with the Special Educational Needs Coordinator (SENCO).
- Initiate and implement IEPs through regular liaison with Teaching Assistants, according to school policy.
- Liaise with outside agencies e.g. Speech Therapists.
- Registration of the children.
- Liaise with other professionals involved in the child's welfare (speech therapist, health visitor, support teacher etc.).
- Support and include children with SEN and attend case conferences and reviews with teacher as appropriate.

Safeguarding:

- Maintain high standards of hygiene.
- 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.

Mentoring/Advising:

- Induct, train and mentor less experienced staff.

Personal care:

- Dress and undress children whenever necessary throughout the day including during arrivals, departures, playtimes and Physical Education (P.E.) classes.
- Prepare children for swimming and dress them afterwards if required.
- Feed children unable to feed themselves at lunchtime and supervise drinks at breaks, liaising with the other professionals (e.g. Speech Therapist), where necessary.
- Move and handle children, where necessary, following Health and Safety guidelines.
- Under guidance, assist individual children with their mobility and independence. Training children in the use of their equipment, with advice and information passed on from other professionals e.g. Occupational Therapist and Physiotherapist etc.
- Toilet children, with assistance from colleagues where it has been assessed that more than one member of staff is required. Occasionally, changing incontinent children who have soiled, with help from colleagues.
- Attend in-service training, participating job reviews/appraisals in line with school and LEA procedures.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General:

- Take part in the school's performance management system.

Requirements:

- Enhanced DBS Check.
- 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.

To undertake any other particular duty reasonably assigned by the Executive Head Teacher / Head of School from time to time.