

JOB TITLE: Early Years Educator – Level 3 (keyworker)

RESPONSIBLE TO: Executive Head Teacher /Class Teacher/Senior Practitioner

## **Job Description**

At Bedford Nursery Schools Federation we believe

“All families are valued as individuals. All staff support children’s development, well being and learning through play in a safe, caring and challenging environment”.

“All children and their families are respected as individuals regardless of special need, race, religion gender reassignment or sexual orientation”

### **Internal responsibilities under the guidance of the Executive Head Teacher**

To be responsible for a group of children as a key person

To cover in the absence of the classroom teacher/senior practitioner as required

To be responsible for undertaking specific aspects relating to current requirements of the Early Years Foundation Stage curriculum

To work with and support the classroom teacher/senior practitioner in the planning and delivery of the daily curriculum

To work with and support the classroom teacher/senior practitioner in the planning and delivery of interventions

To assist the classroom teacher/senior practitioner in creating a well maintained and stimulating environment for the children

To assist in the inclusive practice of all children

To act as a mentor or coach to other staff and trainees

To fully contribute to planning and evaluation meetings

To use data to improve provision and practice

To attend staff meetings

To demonstrate a commitment to continued professional development.

To understand safeguarding issues and report any signs of illness, neglect or apparently non-accidental injury, following the school’s safeguarding procedures

### **Main duties with the children**

To support families who have a child accessing our provision

To support school staff in the implementation of EYFS through the school’s policies

To assist in the provision of the full range of activities which will allow each child to develop to his/her full potential

To observe, monitor and assess children as individuals and as members of the nursery community

To support children with SEN including the gathering of evidence to assist with funding applications

To promote equality of opportunity for all children including contributing to the writing of IEP’s.

To contribute to children’s records

To support children with interventions

To understand basic first aid for the children as required

To ensure all records are current and well organised, and use data to improve practice.

To support families as the child’s first and most enduring educator

To ensure the learning environment for all is well maintained and stimulating for the children.  
To participate in the lunchtime arrangements  
To attend home visits, supporting the classroom teacher, and build relationships with children and parents

To lead groups of children in specific activities as planned with the teacher/senior practitioner  
To undertake preparation and maintenance of resources, equipment and materials in the indoor and outdoor learning environment  
To prepare and collect resources for enhanced provision and experience  
To ensure provision is meeting the needs of children with special educational needs  
To display children's work in line with the policy of the setting  
To encourage the development of language, speech and conversation at all times  
To record the progress of the children through observations and record keeping  
To help children with feeding, changing clothes, toileting and to maintain hygienic standards at all times  
To establish a good working knowledge of each child

### **Responsibilities as a Staff Member**

To comply with all the policies, practices and procedures of the school and to carry out all duties with full regard to the agreed equal opportunities principles  
To liaise with and work alongside practitioners from different early years settings and lower/primary schools and support all forms of transition  
To support Initial Training and Continuing Professional Development within the school  
To promote an effective multi-agency approach  
To liaise with a range of professionals, including Children's Centre practitioners  
To promote the services of the school working towards full capacity  
To pursue actively and implement the aims and policies of the school  
To work with professionalism and confidentiality at all times particularly in respect of school related matters and to prevent disclosure of confidential and sensitive information  
To play a full and active role in the federation professional development including dedicated days  
To promote the activities of the school at all times  
To positively contribute towards the achievement of the Federation Development Plan, Professional Development reviews and other quality initiatives  
To carry out all responsibilities with regard to the Council's Policy and Procedures as adopted by the Governing Body.  
To comply with all Health and Safety at work requirements as laid down by the employer  
To form positive relationships with parents which are professional and appropriate

### **Flexibility Clause**

To be willing to work across the federation as required in the best interests of the children.  
To undertake tasks of a similar nature and level as requested by the Head Teacher

### **Variation Clause**

This is a description of the job as it is constituted at the date shown below. It is the practice of the Authority to periodically examine job descriptions, update them ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

**Date: March 2019**