



Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Early Years Support Educator</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Room Leader/Room Manager</p> <p>Hours: 8.00am to 10.00am and/or 16.00pm to 18.00pm, Monday to Friday, annually or term time</p>
Main duties and responsibilities:	<p>Learning and Development</p> <ul style="list-style-type: none"> • To display a passion, commitment and motivation to consistently follow the agreed vision, missions and aims of the school • Support the implementation of the Early Years Foundation Stage (EYFS), demonstrating a clear understanding of Early Years Statutory Requirements and all relevant school policies and procedures • Understand and consistently role model the school values of Curiosity, Kindness and Respect • Support and encourage an inclusive environment, taking into account the needs of others including colleagues, children and their families and the various cultural, religious, ethical or personal preference that they may have • Demonstrate a sense of fun, imagination, empathy and patience • Support and assist with the educational, physical, cultural, emotional and social needs of the children in line with the EYFS • To be sensitive to children as individuals, with special regard to those with special educational needs - including physical, behavioural and emotional difficulties, liaising with other colleagues as appropriate • To be involved with children and their activities; to encourage and extend children's thinking and learning <p>Operational Duties</p> <ul style="list-style-type: none"> • To ensure that all information relating to Pilgrims school, its operation, children, staff and parents / carers is treated with sensitivity and confidentiality



- To read, understand and adhere to all policies, procedures and risk assessment relevant to your role and the safe running of the school
- Ensure your Line Manager is informed and consulted of any parent requests/ concerns
- Ensure Accident and Incident forms are filed in and maintained correctly
- Ensure children are signed in and out of setting and registers are kept correctly
- To be flexible and adaptable, to assist in all areas of early years work and to provide support for other members of staff

General duties

- Meet and greet parents on arrival and give feedback at the end of the day as directed by your Line Manager
- To assist with the preparation of the Early Years area for breakfast and serve to a group of children, supporting in developing their independence and self-help skills, communication and social skills
- Complete breakfast lists for feedback. Clean and clear away before and after meals following the appropriate cleaning procedures in preparation for the morning/afternoon session
- Adhere to staff ratios at all times, adjusting the ratio board as a child arrives for registration and leaves at the end of their session
- To clean and restock nappy changing area as required and ensure toilets and potties are cleared and cleaned after use
- Prepare cots/mats for sleep, assist and support the children with their sleep routines and clean cots/mats after each use
- To carry out housekeeping duties as appropriate
- To ensure furniture, resources, toys and equipment are organised, stored correctly, cleaned regularly and any breakages reported to your Line Manager

Children's welfare

- To be aware of all Dietary and Medical requirements/needs regarding the children in your care and ensure their health and safety at all times. Liaise with Early Years Educators and Early Years Leads for guidance where necessary
- Attend to the physical welfare of the children, for example, reporting Safeguarding concerns in line with school policy and procedures
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times



	<ul style="list-style-type: none">• Work in partnership with parents/carers and encourage parental involvement in the setting• Follow the First aid policy and procedure to dress minor wounds, deal with health requirements as necessary and help maintain formal records subject to suitable training and instruction being provided <p>Communication</p> <ul style="list-style-type: none">• Liaise with Early Years Educators to support transition and learning and development opportunities• Ensure you remain up to date with all methods of communication including emails, school diaries, communication books and meeting minutes <p>Training and Development</p> <ul style="list-style-type: none">• Attend INSET, training days and relevant staff meetings• Take an interest in all subject areas and be prepared to further extend knowledge by attending relevant training• Actively participate in regular performance management cycles, completing all paperwork to support and identify areas of development and training needs <p>Other</p> <ul style="list-style-type: none">• Attend consultation evenings, Open Days etc as requested <p>You may also be required to undertake such other comparable duties as required by the Lead Practitioner, Deputy Manager, or Headteacher.</p>
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications		NVQ Level 2 or equivalent First Aid qualification	Certificates
Experience		Previous School nursery/nursery experience Experience at after school/holiday clubs	Application form Interview References
Knowledge & Skills	Good standard of written English and numeracy Excellent relationship with children Good interpersonal skills Proficient in ICT skills Ability to be organised and well prepared	Good behaviour management	Interview Interview task References
Personal competencies and qualities	Ability to work in a team Ability to use initiative and work flexibly Good communicator	Sense of humour Range of outside activities	Interview References