

JOB DESCRIPTION

Key Information

Job Title	Early Years Educator (Level 2/3)
Hours	40 hours per week
Contract	Permanent
Working Pattern	Full time across Monday – Sunday (service hours are 07.30am – 18.30hrs)
Salary	£22,000 - £24,000 (depending on qualifications and experience)
Location	15 Church Lane, Rochdale, OL16 1NR

Job Summary

We are looking for a passionate and dedicated Early Years Educator (Level 3) to join our friendly team at The Nursery. This is a unique role where you will work as part of a multi-disciplinary team with a speech and language therapist and our resident paediatric nurse to meet the health and learning needs of our children simultaneously. As one of our level 3 early years practitioners you will take the lead for planning, implementing and assessing learning opportunities across the setting. You will be creative, adaptable and use your initiative to widen the child's exposure to learning through a play-based curriculum. You will be a warm, caring and inclusive professional and embrace the responsibility for the safety and wellbeing of our children, families and colleagues.

Main Duties

Care

- To provide personal care to our children, including nappy care and assisting with toileting.
- To assist our children with mealtimes and promoting self-feeding skills.
- To develop close attachments and foster trust in the children in your care.
- To provide comfort and reassurance to our children and be responsive.
- To provide learning opportunities for our children and participate in the planning and implementation of appropriate activities.
- To adapt learning opportunities and be inclusive to ensure that all children have fair and equal access to activities.
- Monitoring children's progress, keeping records and observations and communicating progress to parents.
- To celebrate all milestones / progress that each and every child makes.
- To participate in multi-disciplinary meetings and contribute to the action plan / goals accordingly.
- To contribute to the implementation of our setting's provision map.
- To recognise the acutely unwell or deteriorating child and act accordingly, utilising skills obtained through paediatric first aid if needed.
- Monitor the health needs of our children to ensure all interventions given are effective and necessary and review accordingly.
- To identify where additional referrals may be needed to improve the outcomes for our children and their families, for example to Early Help, Children's Social Care and Paediatricians.

- Be accountable for own actions, ensuring adherence to professional code of conduct and/or legislation.
- To be responsible for the safety and welfare of children, colleagues and yourself in accordance with professional standards and health and safety regulations.
- To highlight and escalate any safeguarding and / or welfare concerns to the designated officer/persons as soon as possible.

Communications

- To gain informed consent and negotiate agreed targets and goals with parents and families.
- To communicate sensitively and effectively with children, families and carers regarding their care.
- To communicate effectively with all other health sector and outside agencies to exchange and gather information and problem solve.
- To attend and participate in multi-disciplinary meetings as required.

Policy and Service Development

- To be familiar with and adhere to national and local guidelines.
- To assist in the development and implementation of departmental policies, protocols and procedures in agreement with other staff members.
- To be aware of, comment on and/or actively participate in changes on policies, procedures or service developments.
- To embrace and support line management and the company in making service improvements effective within the workplace.
- To ensure attendance at all mandatory training and to attend regular team meetings with at least 75% attendance.

Leadership

- To motivate and inspire others to ensure early years excellence, promoting awareness and cascading information regarding best practice and research.
- To supervise, guide and support junior colleagues and other members of the workforce appropriately.
- To support room leader and nursery management with conflict resolution matters.
- To take the initiative to complete risk assessments, review them regularly and feedback to line manager and / or nursery manager.
- Report and escalate any concerns that arise via the appropriate pathways, whilst ensuring the health and safety of all involved remains the priority.

Teaching and Training

- To actively contribute to in-service training, peer group review and other internal learning opportunities.
- To participate in training and development activities which are relevant to the job role.
- To attend and reflect on regular safeguarding supervision and to access additional supervision as needed.
- To assist in the development, use of and active promotion of care pathways and protocols within the local child development service.
- To maintain own competency to practice through CPD activities and maintain a CPD portfolio which reflects personal development.
- To prepare for and participate in Personal Development Reviews (PDR) and complete targets as discussed.

Data and Information Resources

- To keep accurate records of assessments and care in accordance with company and professional standards.
- To maintain confidentiality when accessing records in accordance with the Data Protection Act.
- To adhere to company guidance on information governance including GDPR.
- To have good IT skills including the ability to learn to use appropriate management and clinical recording systems.

The above duties and responsibilities listed are not exhaustive and we reserve the right to amend as and when required due to operational and organisational needs.

About Us

Here at The Nursery, we provide a specialist day care provision for children aged 0-7 years with complex medical and special educational needs. We also provide afterschool club and weekend respite for children aged 4 – 8years. **Our mission is to provide high quality, safe and effective care that meets both the child's health and learning needs simultaneously.** We will achieve this by using child centred approaches, promoting individual learning styles and providing opportunities for all children to reach their optimal growth and development whilst being cared for in a happy and effective environment. The setting is registered for 30 children and operates across three distinct areas (roughly based on age but predominantly based on developmental stage) plus a dedicated sensory room. We have a core set of values and behaviours that all staff are expected to demonstrate: these are Inclusion, Compassion and Quality.

About You

The successful candidate for this role will have a relevant level 3 childcare qualification from a reputable training provider. A level two candidate may be considered if they have appropriate experience and skills. You will have some experience of working with children that have complex health and / or learning needs and ideally, an understanding of SEND referral pathways. You must be willing to undertake further training specifically related to special educational needs and disabilities in children and any other identified learning needs.

You will demonstrate excellent interpersonal skills (including observation, listening and empathy skills) that champion the individual needs of children and their families. You will advocate for the child, ensure that child centred approaches are utilised and that their voice is heard. You will support your room leaders with planning / implementing activities and offer ideas for upcoming themes. You work professionally and collaboratively to ensure your room operates smoothly.

It is the intention of The Nursery that we will train and educate all members of our team to be confident and competent in assessing the development needs of our children, thus you will have a vital role in assisting the delivery and achievement of in-house competencies.

This role is exempt from the Rehabilitation of Offenders Act 1974 and we are committed to safeguarding and protecting the people within our care. Therefore, the candidate will be required to undergo an enhanced DBS check and an offer of employment will be subject to successful clearance.

Our Offer

We believe that the success of The Nursery is wholly dependent on the skills, dedication and wellbeing of our workforce. This is reflected in the competitive salary and benefits package that is offered to all employees, as well as the wider values and behaviours that underpin all of our policies and procedures. We are passionate about continuous learning and development for all staff, including the upkeep of essential clinical and professional skills.

Benefits:

- Pension scheme via Nest (with an employer contribution of 8%).
- 22 days annual leave plus 8 bank holidays (rising by 1 day for each year of continuous employment with The Nursery, up to a maximum of 27).
- Employee Wellbeing & Assistance Programme via Zest.
- Reimbursement of annual cost for DBS update service (after 2 years of continuous employment with The Nursery).
- 15 minutes paid break or early finish each day (subject to rota cover) in addition to standard 30 minutes unpaid lunch break.
- Uniform provided and replaced.
- Hot beverages provided in staff room.
- Refreshments provided for monthly staff meetings.
- Company events, including team building day and festive celebrations.

PERSON SPECIFICATION

Qualifications	
Essential	Desirable
<ul style="list-style-type: none">▪ Minimum level 2 childcare qualification.▪ A current Paediatric First Aid and Food Hygiene certificate or willingness to undertake training.	<ul style="list-style-type: none">▪ Experienced level 3 qualification▪ Additional training in relevant areas.
Experience	
Essential	Desirable
<ul style="list-style-type: none">▪ Minimum of 12 months experience of working in an early years setting.▪ Experience in safeguarding children and young people.▪ Ability to prioritise tasks/interventions as necessary whilst maintaining the safety of all children.▪ Ability to celebrate the progress and milestones of each and every child.	<ul style="list-style-type: none">▪ Awareness and understanding of the impact that disability has on the child and family.▪ Experience of working with children with medical needs/disabilities.▪ Experience of working with children with special educational needs and autism spectrum disorders.▪ Experience in emotional regulation or behaviour management strategies for children with SEND.▪ Experience of working as part of a multi-disciplinary team.▪ Experience of the EHCP process.

Skills

Essential

- Sound knowledge and understanding of EYFS.
- Willingness to undertake additional training in order to fulfil their role and remain compliant with professional standards.
- Ability to teach and train other staff.
- Ability to manage own time, prioritise tasks and delegate accordingly.
- Ability to demonstrate strong written and verbal communication skills.

Desirable

- Basic understanding and awareness of non-verbal communication methods e.g. Makaton sign language, Picture Exchange Communication System (PECS).
- Previous moving and handling training.
- Knowledge of the referral process to the child development service and other agencies.