**GRIFFIN PRIMARY SCHOOL  
Full Time Early Years Educator (Nursery Nurse)**

**Job Description**

Responsible to: Line Manager of EYFS

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| **MAIN PURPOSE OF THE JOB** |
| * To contribute to the planning, preparation, delivery and evaluation of learning experiences that will enhance children’s physical, intellectual, linguistic, emotional, social and moral development, supported by the direction from teaching staff * To develop and maintain professional links with parents/ carers, other agencies working with schools the local community and authority to ensure that the needs of all children are met. * To develop, plan and deliver a curriculum for children in the school; alongside teaching staff * To act as a key worker for an identified group of children * To contribute to the EYFS online Profiles |
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| **SUPPORT FOR CHILDREN** |
| * To take a role in the delivery of the Early Years Foundation Stage curriculum including Literacy, Phonics and Numeracy programmes, as appropriate * To take sole charge of a class of children for short periods of time * To act as a key worker for a group of children, being responsible for co-ordinating and liaising on case work issues, care plans and special needs. * Assess the needs of children and use detailed knowledge and specialist skills to support children’s learning * Establish productive working relationships with children, acting as a role model and setting high expectations * Support the implementation of IEPs * Promote the inclusion and acceptance of all children within EYFS. * Support children consistently whilst recognising and responding to their individual needs * Encourage children to interact and work cooperatively with others and engage all children in activities * Promote independence and employ strategies to recognise and reward achievement of   self-reliance   * Provide feedback to children in relation to progress and achievement |
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| * Organise and manage appropriate, healthy, safe and stimulating learning environment and resources * Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate * Monitor and evaluate children’s responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives * Provide objective and accurate feedback and reports as required on children’s achievement, progress and other matters, ensuring the availability of appropriate evidence * Record progress and achievement in activities systematically and providing evidence of range and level of progress and attainment * Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence * Support the role of parents/ carers in children’s learning and lead meetings with families to provide constructive feedback on children’s progress/achievement etc. * Produce lesson plans and resources, as supported by teaching staff etc. * Represent the school at case conferences/ meetings with other professionals. * Be responsible for the physical care needs of children. * Assist children to acquire life skills including toileting, feeding and washing. * Participate in out of school activities including taking sole responsibility for small groups of children and supporting teaching staff on organised school trips. |
| **SUPPORT FOR THE CURRICULUM** |
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| * Deliver learning activities to children within agreed system of supervision, adjusting activities according to the child’s responses/needs * Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of children’s skills * Use ICT effectively to support learning activities and develop children’s competence and independence in its use * Select and prepare resources necessary to lead learning activities, taking account of children’s interests and language and cultural backgrounds. * Advise on appropriate deployment and use of specialist aid/resources/equipment * To undertake any other duties commensurate with the role. * To take responsibility for coordinating provision and share planning in the learning garden across the Foundation Stage.  |  | | --- | | **SUPPORT FOR THE EARLY YEARS FOUNDATION STAGE**   * Supervise students on work placements. * Attend relevant CPD * Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person * Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop * Contribute to the overall ethos/work/aims of Griffin * Establish constructive relationships and communicate with other agencies/professionals to support the welfare, achievement and progress of the children * Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting children * Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others * To assist in assessment and record keeping, including Foundation Stage profiles, using information technology as appropriate * Keep up to date with developments in educational policies and practices as they affect the Foundation stage and as may be required. * Assist and support new starters, volunteers or student placements as part of the school’s induction programme. | | **GRIFFIN PRIMARY SCHOOL Early Years Educator - Selection Criteria**  **(Skills, experience and qualifications)**  **ESSENTIAL:**   1. Experience of supporting children in their learning in the Early Years Foundation Stage. 2. Ability to communicate effectively both orally and in writing with children, staff and parents/ carers. 3. Ability to establish good relationships with children and to act as a role model. 4. Experience of, or a desire, to lead on outdoor learning and/or Forest Schools at Griffin. 5. Ability to follow instructions and to organise work effectively against deadlines. 6. Ability to use initiative and take responsibility for working on assigned projects independently. 7. A commitment to continuing professional development by attending training both within school and externally. 8. To understand and support the ethos of Griffin Primary School, including a commitment to equal opportunities and Inclusion.   **DESIRABLE:** |  1. Relevant qualifications 2. Specific outdoor learning / Forest School experience |