

GrowingPlaces

JOB DESCRIPTION – EDUCATOR (FULL or PART TIME)

“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”

Accountable to: [SETTING LEADERSHIP TEAM](#)

Working in partnership with all staff, the Educator will form an integral part of the setting operational team. Our children and their families deserve the very best childcare service, and we foster a ‘Can Do’ attitude in our people who role model positive dispositions within their teams, reflecting the growing places vision and values. This enables Growing Places to be at the forefront of good practice emulated throughout the company.

Educators will be expected to:

- To work alongside the setting Leadership team in contributing to the delivery of the shared vision and philosophy of the setting/company.
- Be a role model and advocate for the ethos and culture of Growing Places, positively contributing to the delivery of the shared vision and philosophy of the setting/company.
- Be passionate, driven and highly motivated in providing a first-class service
- Provide high quality childcare provision, which is flexible in meeting individual need(s)
- Be an effective communicator and be committed to working at the highest standards
- Be positive, enthusiastic and passionate about Early Years childcare and education
- Work effectively with others to ensure that the best possible opportunities are available for every individual child,
- Promote the company’s healthy eating policy and to be aware of food allergies and special dietary requirements and to encourage the children to enjoy the social aspects of eating together
- Ensure all company standards and policies/procedures are adhered to
- Have an understanding of best practice models throughout the world and continue to research.

Key responsibilities:

To have a flexible approach to working in the setting and to ensure all responsibilities are completed to the highest standards.

CHILDCARE AND ENVIRONMENT RESPONSIBILITIES

To ensure each child in your group has access to a wide range of varied and creative experiences that are developmentally appropriate and fulfil individual needs, consideration always being given to the children’s interests and the use of the natural environment, including:

- to be aware of the child’s holistic needs including, health, food, physical, emotional and intellectual.
- the care and the welfare of the children, with concern for individual developmental needs, any concerns should be identified early and shared with the setting Leadership team
- to assess the individual needs of children, reviewing progress and identifying gaps in provision at staff meetings.
- To ensure the environment is maintained to a high standard and meets the needs of the children.

PLANNING & TRACKING PROCESSES RESPONSIBILITIES

As a Key Person you will be responsible for the efficient record keeping of children’s individual learning and development and future planning needs to ensure they reach their full potential. To contribute to effective reflective practice, including:

- group observation, assessment and emergent planning processes, including recording and documentation
- recording of individual children’s progress on TAPESTRY, including observation and assessment to identify any gaps
- facilitate children’s enquiries and long-term projects, providing provocations for investigation and exploration

EFFECTIVE COMMUNICATION WITH PARENTS / CARERS and OTHERS

To build strong relationships with our local community, to promote a shared vision to ensure consistency of care for all families.

- Initiate and sustain an effective 2-way sharing of information with parents and carers, confidentiality being a priority.
- To evaluate & discuss children’s development with parents/carers each term
- To liaise with the staff from a range of agencies and members of the community, as appropriate, where directed by setting Leadership team

HEALTH & SAFETY RESPONSIBILITIES

Reviewed December 2020

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To maintain high standards of cleanliness, housekeeping and hygiene in the nursery. Promote safe working practices and ensure compliance with all health & safety legislation in accordance with Company policies / procedures, including:

- to maintain high standards of cleanliness, housekeeping and hygiene in the setting
- to practice safe working methods that reflect the company standards, policies and procedures (including opening and closing procedures for the setting)

PERSONAL PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

- To attend meetings and training sessions as appropriate or identified by manager, including staff reflection meetings and staff training days.
- To keep up-to-date with new legislation/initiatives in early years and researching best practice to share with all team members
- To be responsible for enhancing your personal and professional continuous development (including training/coaching/workshops/setting based training/mentoring)

OTHER RESPONSIBILITIES

- To encourage, motivate and mentor students and trainees safe working practices that reflect the company standards

Positive, professional attitude for all responsibilities and any company developments

Any other duties as maybe deemed suitable to the post, as agreed with the CEO and within the context of the contract of employment. Priorities are likely to vary from time to time.

Senior Educator

A senior educator is a team member who has show consistent high standards of practice and has maintained an a appraisal grade for 18months. They are leaders of practice and standards and role model and inspire others in their practice. Supporting the vision and plans of the setting leadership team.

Additional responsibilities could include:

- Staff mentoring/ supporting with the development of others practice
- Taking on responsibility of SENCO or Planning Lead in the setting
- key holder responsibility to open up/close the setting and taking on the management of the setting until the manager/deputy arrives.