



INCY WINCY'S



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Job Title Early Years Educator (under two & babies)

Purpose of post

- To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
- To give support to other team members throughout the nursery
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

Key areas

- Work with and support children
- Work as part of a team
- Build and maintain strong partnerships with parents.

Responsible to

- Nursery Manager/Nursery Room Leader

Duties and responsibilities

- To hold specific training relating to work with babies and children under two years old in order to support their individual needs, or a willingness to achieve this
- To have knowledge of the Characteristics of Effective Learning and the relevance to babies and children under two years old
- To read and research current thinking around early years education specifically relating to babies and under two-year-olds



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OFSTED REF: EY357260

- Recognise significant steps in an individual child's learning, responding to and planning from these observations
- To keep records of your key children's development and learning journeys and share this with parents, carers and other key adults in the child's life
- Work with all staff to support one another and develop a dedicated team approach
- Liaise with and support parents & other family members
- To be involved in out of working hours activities, e.g., training, monthly staff meetings, parent evening, events
- To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g., preparation of snack meals, cleansing of equipment
- Work alongside the Manager and staff team to ensure that the nursery's philosophy is fulfilled
- Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
- Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before parents receives it
- Look upon the nursery, as a "whole" where can your help be most utilised, be constantly aware of the individual needs of all children
- Ensure someone known and agreed by the nursery and parent collects the child
- To respect the confidentiality of all information received.

Specific childcare tasks

- The preparation and completion of activities to suit each individual child's stage of development and interests
- To develop your role within the team especially with regard as a key person



- To ensure that mealtimes are a time of pleasant social sharing
- Washing and changing children as required
- To ensure good standards of safety, hygiene and cleanliness are maintained at all times
- Ensuring a poorly child is kept calm and warm, and management is notified immediately
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs

