



LOUGHBOROUGH CAMPUS NURSERY

JOB DESCRIPTION

JOB TITLE: Early Years Educator Co -worker
RESPONSIBLE TO: Head of Nursery
LINE MANAGER: Senior Early Years Educator

MAIN PURPOSE OF JOB

1. To deliver the EYFS ensuring that the individual needs and interest of children in the setting are met
2. To provide early years education including physical, emotional, social and intellectual education and care for all children in the setting.
3. To nurture all children and adults within the setting and be part of a learning community.
4. To work as part of a team in order to provide an enabling environment in which all individual children are safe, secure and can play, develop and learn.
5. To build and maintain partnership working with parents to enable children's needs to be met.

DUTIES AND RESPONSIBILITIES

- To have an overview of the setting's vision, pedagogy and contribute and reflect on and developing practice by contributing to room and setting action plans, participating in projects and attending staff meetings.
- With support plan broad, balanced, stimulating and experiences both indoor and outdoors in all areas of learning for children's individual needs, interests and stages of development. Have an awareness of planning systems and contribute to the planning documents.
- With support deliver teaching and learning including planned, child initiated play, adult led, small group and continuous provision.
- To act as key person for individual children ensuring that every child's care and learning is tailored to meet their individual needs.
- To form secure attachments and build a positive relationship with parents by providing daily feedback, written reports and discussion as needed.
- To keep systematic and timely range of observations and records of children's development on a handheld tablet or similar system.
- Share observations with parents, carers and other key adults in the child's life.

- To make assessments with support and track children's progress effectively taking into account their interests and disposition to learning and use this information to plan next steps and monitor progress.
- To effectively support children's communication needs including EAL and implement a range of communication strategies including signs, symbols, visual timetables and Makaton.
- To provide a high quality learning environment as part of a team which reflects the setting's pedagogy and meets the needs of individual children, including disabilities, family cultures and students.
- To understand and implement safeguarding policy and procedure and complete the competency framework evidence log.
- To implement daily welfare requirements, policy and procedures including risk assessments, health and safety checks, accident forms and first aid.
- To identify signs of possible abuse and neglect at the earliest opportunity and respond in a timely and appropriate way including recording information, case records and providing reports when appropriate.
- To maintain good standards of safety, hygiene and cleanliness are maintained at all times.
- To develop and maintain partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
- Support staff and contribute to positive team relationships including peer observations.
- To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To access on going personal development and contribute to the setting as a learning community by attending staff training, sharing training, skills and experiences.

OTHER DUTIES AND RESPONSIBILITIES

- Taking part in training opportunities as appropriate to develop further skills.
- Actively participating in regular staff supervisions and appraisals as part of the management systems to ensure that all staff achieves their full potential.
- To be aware of the high profile of the LSU and to uphold its standards at all times, both in work hours and outside.
- Helping in the organisation of activities outside the Nursery including social functions, fund raising.
- Any other duties in keeping with the general nature of the post.

GENERAL

All staff members have a general responsibility for the safety and the well being of all children in the nursery at all times. It is important that all staff working in the Nursery should be committed and adhere to the Equal Opportunities and other published Nursery policies.

HOURS OF WORK

Hours allocated on a flexible rota system, to be agreed in advance with the Nursery Manager; hours will be within the range of 8am to 6pm, Monday to Friday 37.5 hours per week, full year (with additional hours if required agreed in advance with the Nursery Manager).

Working outside normal working hours may sometimes be required, with time off in lieu to be taken by agreement with the Nursery management team.

BENEFITS

Loughborough Students' Union is committed to the training and development of its entire staff. Benefits include competitive pay, contributory pension scheme, enhanced statutory holidays, membership of HealthShield, staff discounts and access to University facilities.

Loughborough Students' Union

Being BEST

Loughborough Students' Union aims to be the driving force behind the UK's best student experience. Working at LSU is all about striving to be BEST. We have set out what this means in our BEST test at www.lsu.co.uk/BEST

To be successful in this role **you** have to consistently pass the BEST test.

We won't leave you to sink or swim, we are committed to developing our people to be BEST.

Equality & Diversity

Loughborough Students' Union is committed being a diverse community where everyone can be themselves openly without fear of unfair discrimination or harassment.

We will not tolerate discrimination on the grounds of age, disability, gender, sexuality, race, religion or any other factor that has no bearing on someone's ability to do their job. Where needed we will make reasonable adjustments to the working environment.

Ethical and environmental considerations

Loughborough Students' Union been recognised as one of the UK Greenest organisations and have won many awards to confirm this. We encourage all staff to work in ways that reduce our negative environmental impact and to our highly ethical standards. We are always keen for staff to contribute to our achieving these aims.

Loughborough Students' Union invests in its people

Loughborough Students' Union believes that its most valuable resource is the people who work within it. We are committed to the development of all our staff and volunteers; we actively encourage people to grow and develop their roles.

We achieved recognition as a Gold 'Investor in People' in 2015 and we are constantly working to improve the ways our people can be as effective and happy as possible.