

The background of the page is a complex, abstract geometric pattern composed of overlapping triangles and polygons in various shades of dark grey and black, creating a sense of depth and movement.

**Job Information Pack**  
**Early Years Educator**  
**Level 3**

## Our Values

The post holder will be expected to operate in line with our organisational values which are;

- **Value the Individual** – Respect others, ourselves and the people we work with in all that we do
- **Giving of our best** – Showing commitment in our work and to enable young people
- **Caring Deeply** – Have a passion for the work we carry out
- **Providing Creative Solutions** – Show innovation in the approaches we take in supporting young people
- **Communicate authentically and truthfully** – Show openness in our dealings and approaches to people

**Title:** Early Years Educator Level 3

**Reports to:** Room Lead / Nursery Manager

**Responsible for:** Early Years Practitioners Level 2 and Under and Apprentices (where applicable)

### **Background**

An opportunity has opened up for a level 3 Educator at one of our six nurseries. Meadowside is a friendly Preschool in the heart of the community. The Preschool is on the West Leigh Infant Primary School site in Backwell, North Somerset and has its own outdoor space and direct access to the school playing fields. This gives children ample opportunities to explore and learn, through a Play-based, Child Led curriculum which focuses upon being outdoors.

### **Purpose**

- To provide opportunities for children to learn through play experiences that are cohesive with our practice and the EYFS, utilising the outdoors as much as possible.
- To provide a secure and stimulating environment where children can develop emotionally and intellectually as well as morally, physically, spiritually and socially, at their own pace.
- To help maintain the safety, security, physical and emotional welfare of the children in our care.
- To work positively as part of the team, contributing ideas and listening to feedback, to guide development of our practice and care.

## **Main Responsibilities**

- To participate in activity planning and implementation.
- To help monitor all-round development of the children through the key person system, regular observations and record keeping.
- To follow YMCA Dulverton's safeguarding, child protection and safer working practice policies at all times.
- To drive your own professional development to ensure your training and knowledge, legislation, compliance of the EYFS, legislation, compliance and YMCA-DG policies is up to date.
- To maintain and monitor high standards of Care, Health and Safety throughout your work and the work of the Young Ones team, feeding back or reporting promptly and wider concerns to the Nursery Manager.
- The post holder is responsible for delivering an effective quality service and to promote a tolerant and caring environment consistent with Christian values.

## **Health and Safety**

- In carrying out this role you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for people who use our services.
- This duty includes checking that any person entering YMCA Dulverton Group property has a right to do so and their visit is recorded in accordance with YMCA Dulverton Group procedures.

## **General**

- To maintain and develop up-to-date professional knowledge and skills through training, reading and other such activities and to incorporate the same into practice.
- To maintain and demonstrate a commitment to YMCA Dulverton Group's Vision, Values and strategic aims and objectives and ensure all activities reflect the values of YMCA Dulverton Group.
- Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the Health and Safety Policy.

- Complying with YMCA Dulverton Group's GDPR, Health and Safety, Safeguarding, confidentiality and information security policies at all times.
- To undertake such other duties and responsibilities reasonably consistent with the role of Early Years Educator Level 3.

YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.

This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.

## **Person Specification**

### **Qualifications and Experience**

- To hold a level 3 or above relevant childcare qualification.
- To have experience of working with children under the age of 5.
- First aid qualification (or willingness to train).
- Working knowledge of health and safety.
- Knowledge and understanding of safeguarding good practice.

### **Knowledge, Skills, Abilities**

- An empathy for and enjoyment of working with children.
- Ability to work effectively in a team and independently.
- Good organisational and administrative skills and the ability to maintain clear and accurate records.
- Excellent verbal and written communication, and interpersonal skills.
- The ability to form plans and carry them out in a busy environment.

### **Personal Qualities**

- Ability and willingness to relate positively towards children, parents and staff.
- Conscientious and Punctual.
- Professional, diplomatic, and non-judgemental approach.
- Motivated and committed to continuing professional development, both personally and in the interests of staff for whom the post has responsibility.
- A belief in the value and potential of children and young people as individuals and as a group.
- Creative approach to problem solving, exploring ideas and opportunities and a solution focused approach.
- An ability to work under pressure and remain calm in challenging situations.
- Genuine enthusiasm and empathy for the work of the organisation and the individuals we work with.
- An honest and open approach.
- Commitment to YMCA Dulverton Group's Values.
- Self-motivated with ability to manage own workload and work with minimal supervision.
- Team player, with ability to build relationships with a wide variety of Stakeholders.
- Ability to prioritise and manage conflicting demands.
- Demonstrates resilience, motivation and commitment to driving up standards of work.
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk.
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions.
- Anticipates need for change, proactively introducing systems to bring about improvements in effectiveness and efficiency.

- Is adaptable to change/embraces and welcomes change.

### **Other requirements**

- YMCA Dulverton Group is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The YMCA Dulverton Group, therefore, expects all staff and volunteers to share this commitment.
- This post is subject to an enhanced level DBS Disclosure in respect of the Adults/Children's Workforce.
- This candidate must be committed to equality and diversity in the workplace.
- May be required to attend occasional evening meetings.
- Have a driving licence and access to a car.

## Main Terms of Employment

<b>Salary:</b>	£11,733.92 per annum, based on 20 hours per week.
<b>Location:</b>	Meadowside Pre-School. Some training at other locations.
<b>Hours:</b>	Full-time and part-time hours available.  ½ hour unpaid lunch break to be taken during the shift on shifts over 6 hours. Working hours may be subject to review according to the development of the operational and business needs.
<b>Contract:</b>	Permanent.
<b>Probation period:</b>	The post holder will be subject to a 6-month probationary period. During this time, an assessment of the post holder's performance, duties and work patterns will be made. Following a satisfactory review at the end of the probationary period, the post will be confirmed.
<b>Flexible working:</b>	We provide flexible working arrangements to support team productivity and stability. This may include changed working patterns and working from home on occasions.
<b>Holidays:</b>	5.6 weeks per year, plus bank holidays.
<b>Pension:</b>	On completion of a six-month probation period, YMCA Dulverton Group will make a contribution of 3% of salary.