

## Job Description

### General Details

Job title:	Early Years Educator (SAAS16-17ABRA)
Faculty/School/Service:	Student and Academic Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Full Time, working 37 hours per week
Grade/Salary:	Grade 3
Date Prepared:	January 2017

### Job Purpose

To provide a high standard of childcare and education within Staffordshire University Nurseries. Meeting Early Years Ofsted and statutory requirements.

### Relationships

Reporting to: Nursery Manager / Head of Childcare

### Main Activities

- To adhere to all Childcare legislation, meet legal requirements set out in the Statutory Early Years Framework, Special Educational Needs and Disability Code of Practice and Health and Safety requirements
- Have responsibility and be accountable to safeguard children and act in accordance with service policies and Local Safeguarding Boards procedures
- To adhere to the policies, procedures and quality standards set out by the Childcare Management Team and contribute to consultation and development of policies and procedures as appropriate
- Deliver the requirements set out in Early Years Foundation Stage Statutory Framework (EYFS) relevant to full day-care settings
- Have responsibility to act as a key person for a designated group of children, to establish and maintain positive relationships with children and their families in a way that values parental involvement and supports children's development and well-being
- Deliver high quality teaching utilising varied and appropriate teaching strategies providing meaningful learning experiences that support the holistic development of children within the setting
- Accountable to undertake and maintain records of formative and summative observations and assessment of children's care, learning and developmental needs, tracking children's progress, next steps and strategies to shape future learning opportunities
- To plan, prepare, deliver and evaluate indoor and outdoor learning experiences which will enhance children's physical, intellectual, linguistic, emotional, social and moral development

- To identify and support children whose progress, development or well-being is affected by changes, difficulties in their personal circumstances, or presenting special educational needs and/or disability; reporting to parents, the management team or referring to professionals for specialist support in line with Early Help, Special Educational Needs and Disability code of practice, government / local authorities' procedures
- Provide varied means of informal and formal communication opportunities for parents/ carers and to contribute to the work of a multi-professional team about children's well-being, learning and development and, where appropriate, coordinate and implement agreed programmes and interventions on a day-to-day basis to improve outcomes
- To promote children's pro-social behaviour, resilience, self-regulation and independence through using effective support strategies and developing children's emotional and social capabilities in line with emotional and behavioural well-being policies
- To promote children and families' rights, equality, inclusion and anti-discriminatory practice in all aspects of the nursery along with exposing children to experiences and learning opportunities within their local community
- To establish and maintain a safe environment and employ practices that promote children's health, safety and physical, mental and emotional well-being
- To be responsible for the care, cleaning and maintenance of nursery resources and equipment, reporting loss/damage, issues, low stocks to management team
- To carry out, review and implement risk assessments and safety walks in-line with requirements set out in University, Nursery and EYFS Safeguarding and Welfare requirements
- Administer medicine, record all absences, accidents, injuries and medicines following nursery procedures
- To assist, attend and engage in OFSTED preparation, open days, team meetings, nursery projects and developments, actively participate in fund raising activities as required out of usual working hours
- To work collaboratively and cooperatively with all colleagues as part of a team
- To work shifts as appropriate and cover colleagues' absences as and when necessary
- To assist, supervise and support students, colleagues and volunteers undertaking work based learning placements and research
- To be proactive in engaging in self-reflection and the continuation of own professional development learning, such as; participating positively in supervisions, team meetings, teaching and learning observations, observation, assessment and planning monitoring, appraisals, reviews, nursery improvement plans, Ofsted self-evaluation and attending training including mandatory courses such as; food hygiene, paediatric first aid, prevent and safeguarding
- To act as an ambassador/ advocate for the organisation and maintain a positive image of its ethos and objectives. Adhering to service professional standards and competencies framework
- To participate in key University events including Open Days, Visit Days and Awards Ceremonies; promoting the provision within Student and Academic Services as appropriate
- Any other duties or responsibilities as may reasonably be required by the Director of Academic and Student Services or Head of Student Services

### Special Conditions

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be subject to the University being satisfied with the outcome of an enhanced check of criminal records via the Disclosure and Barring Service (DBS). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

Hours of work will usually be 7.5 hours per day Monday to Friday between the hours of 7.50am - 6.00pm.

For external appointments to this post, please note a 6-month probationary period will be applicable.

Posts within Student and Academic Services operate under a Competency Framework. Please refer to the person specification for details of the key competencies which apply to this post.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

**The closing date is midnight on 10 April 2017.**

**For information, interviews will be held on 28 April 2017.**

### **Guidance for Disclosure Applicants**

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending

on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Personnel Services together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Personnel Services.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the Faculty to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

## Policy Statement on the Recruitment and Employment of Ex-Offenders

### Background

The first priority of Staffordshire University is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The University will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

### Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed
- Staffordshire University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website

- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Personnel Services at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those at Staffordshire University who are involved in the recruitment process have been suitable trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.

## Person Specification

**Job Title:** Early Years Educator - SAAS16-17ABRA

**Faculty/Service:** Student and Academic Services

*The qualifications, experience, knowledge, skills and behaviours outlined above provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Holds a qualification in childcare at level 3 or completed course and awaiting certificate	E	A/I
2	Practical experience of working with children from birth to five years in a nursery or similar workplace setting	E	A/I
3	Knowledge of legislation relating to delivering Early Years childcare and Education (Health and Safety, EYFS, Safeguarding, Data Protection, Confidentiality, SEN Code of Practice)	E	A/I
4	Excellent Knowledge and understanding of children's care learning and development with the ability to observe, monitor and assess children to plan activities to meet individual care, learning and development needs	E	A/I
5	Computer literate (MS Office, web, social media)	E	A/I
6	An effective communicator - excellent oral / written communication skills with the ability to communicate effectively at all levels-children, parents, other professionals	E	A/I
7	Able to deliver results – having a flexible approach to working to meet the needs of the service and families	E	A/I
8	A responsible team member – with evidence of working collaboratively within a team	E	A/I
9	Holding or prepared to undertake training in Food Hygiene, Paediatric First Aid and Safeguarding	E	A/I

*The University has developed a competency framework which outlines the core competencies and behaviours that are required for roles within the new staffing structure. The core competencies that will be measured for this role during the assessment process are as follows: Effective Communication, Delivering Results and Responsible Team Member.*

10	Effective communication	E	I
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11	Deliver Results	E	I
12	Responsible team member	E	I

<b><u>*Key</u></b>	
<b>[A] Application form</b>	<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b>
<b>[I] Interview</b>	<b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>