

# Role Descriptor

<b>Role Title:</b>	Early Years Educator (COM24-007)
<b>School/Service:</b>	Commercial
<b>Normal Workbase:</b>	Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
<b>Grade:</b>	3
<b>Role Family:</b>	Operational and Administrative
<b>Reporting To:</b>	Nursery Manager
<b>Responsible For:</b>	None

## Summary of the Role

Ensure compliance with all relevant childcare legislation, including the Early Years Foundation Stage (EYFS) and safeguarding protocols. The individual will act as a key person for a group of children, fostering positive relationships with families and delivering high-quality teaching to support children's holistic development. Responsibilities include conducting assessments, planning and evaluating learning experiences, and addressing special educational needs. Additionally, the role involves maintaining a safe environment, promoting children's emotional well-being, collaborating with multi-professional teams, and engaging in continuous professional development. The individual will also support broader nursery operations, including resource management and risk assessments.

## Key Accountabilities

1. Deliver high quality teaching utilising varied and appropriate teaching strategies providing meaningful learning experiences that support the holistic development of children within the setting
2. Adhere to all childcare and safeguarding 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
3. 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
4. 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

Fair and Inclusive • Curious and Daring • Ambitious and Inspirational • Innovative and Enterprising

5. 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.
6. 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.

## Role Dimensions

### Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Educated to level 3 in childcare
- Willingness to undertake relevant training and induction

### Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Knowledge of legislation relating to Early Years childcare and education
- Experience of working with children between birth to five years in a similar environment
- Knowledge and understanding of children's care learning and development
- Experience of using Microsoft Office or similar computer software

### Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Operational and Administrative role family as follows:

#### Delivering Together

Demonstrates a flexible approach to be able to work successfully in different teams, and in conjunction with suppliers and/or customers. Shows respect for others by recognising effort, providing encouragement and constructive feedback. Supporting the development of others through the sharing of skills, knowledge and experience.

#### Service Excellence

Understands their internal and external customers and their wants and needs. Works consistently to deliver a service that exceeds customer expectations. Takes pride in delivering service excellence.

#### Personal Credibility

Takes pride in doing a great job. Demonstrates energy and commitment in all aspects of the role. Focuses on the things that make the biggest difference to the University, the team and the department.

#### Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

#### Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

## University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

## Variation to Role Descriptor

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.

## Disclosure and Barring Check

The role 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 a check of criminal records via the Disclosure and Barring Service (DBS). Due to the nature of the post an Enhanced disclosure will be required. This check will include details of cautions, reprimands or final warnings, as well as convictions.