

# Role Profile

# Early Years Educator

Location: Little Downsend Ashtead

Function/Department: Class Support

Reporting To: Head of Nursery/Head of Little  
Downsend

# What you'll be doing

## Role purpose

Our Little Downsend Schools are happy, caring and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Early Years Educators assist in promoting the education, welfare and personal care of pupils, having regard to the aims, objectives and policies of Downsend School and Little Downsend.

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## Key responsibilities

- Deliver high-quality early years education and care.
  - Safeguard and promote children's welfare.
  - Create a safe, stimulating and inclusive learning environment.
  - Build positive relationships with children, families and colleagues.
  - Contribute to the effective operation of the nursery.
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## What you will be doing

- Supporting the education, welfare and personal care of children in line with the aims, values and policies of the School and Nursery.
- Assisting with the delivery of high-quality learning experiences and activities that support children's development.
- Providing personal care as required, including nappy changing and supporting children's hygiene and wellbeing needs.
- Promoting positive behaviour and contributing to the pastoral care of children.
- Safeguarding and promoting the welfare of all children, ensuring concerns are reported in line with school procedures.
- Supporting the planning, preparation and delivery of learning activities alongside teaching colleagues.
- Helping to create and maintain an organised, stimulating, inclusive and safe learning environment.
- Supervising children throughout the day, including during lunchtimes and other routine activities.
- Supporting the delivery of wraparound care provision as required.
- Building and maintaining positive professional relationships with children, parents, carers and colleagues.
- Participating in meetings, training, INSET days, appraisal processes and professional development activities.
- Assisting with school and nursery events, including open events, parents' evenings and other community activities as required.
- Maintaining good order, discipline, health and safety standards both on and off the school premises.
- Undertaking additional duties appropriate to the role, as reasonably requested by the Head of Nursery or Head of Little Downsend.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

# What you'll bring

Essential	Desirable
<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Knowledge and understanding of child development and how children learn.</li><li>• Commitment to delivering high-quality childcare and early years education.</li><li>• Ability to support children's learning, development and wellbeing.</li><li>• Positive and inclusive approach when working with children, families and colleagues.</li><li>• Strong communication and interpersonal skills.</li><li>• Ability to work effectively as part of a team.</li><li>• Confidence in supervising children and promoting positive behaviour.</li><li>• Good understanding of safeguarding responsibilities and child protection procedures.</li><li>• Ability to maintain a safe, organised and stimulating learning environment.</li><li>• Good organisational skills and ability to manage priorities effectively.</li></ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Knowledge of the Early Years Foundation Stage (EYFS) framework.</li><li>• Experience of supporting children aged 0–2 years.</li><li>• Understanding of observation, assessment and child development tracking.</li><li>• Experience of working collaboratively with parents and carers to support children's learning.</li><li>• Awareness of current early years best practice and legislation.</li><li>• Confidence in contributing to planning engaging learning activities.</li></ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• NVQ Level 3 in Early Years (or an equivalent Level 3 qualification).</li></ul>	<p><b>Qualifications</b></p>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience of working in a nursery, pre-school or school setting.</li><li>• Experience of supporting the learning, development and wellbeing of young children.</li><li>• Experience of working collaboratively as part of a team.</li><li>• Experience of maintaining a safe and nurturing environment for children.</li></ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Experience of working with children aged 0–2 years.</li><li>• Experience within an independent school nursery or early years setting.</li><li>• Experience of supporting planning and delivering age-appropriate learning activities.</li><li>• Experience of working in partnership with parents and carers.</li><li>• Experience of observing, monitoring and recording children's development.</li></ul>

- Experience of promoting positive behaviour and supporting children's personal, social and emotional development.

- Experience of supporting wraparound care provision

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## Key Stakeholders you'll be working with

- **Internal – Head** of Little Downsend, SENCo, class teachers, colleagues, children.
- **External –** Parents, visiting professionals (eg SaLT, Occupational therapist).

## To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....

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