

JOB DESCRIPTION

Service: Aspire Foundation

Section: Early Years Provision

Job Title: Early Years Educator

Grade: 3

Work Location: Early Years settings in Cheltenham/Tewkesbury

Reporting to: Early Years Lead

Reporting to Job Holder: N/A

Job Purpose:

1. To provide and maintain a high standard of physical, emotional, social and intellectual care for children placed in the setting.
2. To ensure key records of children's learning is up to date, accurate and effectively managed
3. To contribute to the work of the team in order to provide an enabling environment in which all individual children can play, develop and learn.
4. To take responsibility for building and maintain strong partnership working with parents of key children to enable the child's needs to be met.

	Main Duties:
1.	To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members).
2.	To observe, monitor and record your key children's development and learning and share with parents, carers and other key adults in the child's life.
3.	Support all staff and engage in a good team working.
4.	To develop and maintain strong partnerships and communication with parents/ carers to facilitate day-to-day caring and early learning needs.
5.	To ensure the provision of a high-quality environment to meet the needs of individual children taking into account particular needs including disability, educational, social and cultural circumstances.
6.	To advise the Early Years Lead of any concerns, regarding children, parents, the safety of the environment, preserving confidentiality as necessary.

7.	To work alongside the Early Years Manager, Early Years Lead and Early Years staff team to ensure that the setting's aims and philosophy are fulfilled.
8.	To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
9.	To develop your role within the team, especially with regard to being a Key Person.
10.	To keep completely confidential, any information regarding the children, their families or other staff that is acquired as part of the job.
11.	To support students and volunteers within the setting.
12.	To ensure good standard of safety, hygiene and cleanliness are maintained at all times.
13.	Fairness and Diversity Assist in the implementation of the Aspire Foundation's equal opportunities objectives with particular reference to any targets/positive actions set out in the Fairness and Diversity Strategy & Equalities Act 2010
14.	Health and Safety Ensuring that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements. To ensure that a high priority is given to the management of health and safety; that legal responsibilities are met by carrying out risk assessments and taking appropriate action; and that appropriate information, instructions, training and supervision are provided to ensure the health and safety at work of those employees for whom the postholder is responsible.

PERSON SPECIFICATION		
Job Title: Early Years Educator		Grade: 3
Service: Aspire Foundation		
Section: Early Years		Date of issue: Spring 2026
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Training	Minimum Level 2 Early Years and Childcare Qualification and/or a willingness to work towards a level 3 qualification.	- Recent First Aid Qualification - Basic Food Hygiene certificate - Other related training
Experience	- Working with young children - Implementing the Early Years Foundation Stage (EYFS)	- Knowledge of Key Person systems and record keeping - Experience working in partnership with parents
Knowledge / Skills and Abilities	- Knowledge of EYFS guidelines and legislation. - Understanding of child development - Knowledge of current safeguarding policies and procedures - Awareness of Health and Safety and practical hygiene issues - Ability to write legibly and to have good presentation skills - Computer literate	- Knowledge of current SEN policy and procedures - Good organisational skills - Demonstrate creative ability
Personal Behavioural Attributes	- Ability to communicate well with young children, parents and other professionals - Able to work as part of a team - Understanding of equal opportunities	
Special Conditions	May be required to work across Aspire Foundation's Early Years settings.	