Griffin SCHOOL

Job Description - EYE Role

Role: Early Years Educator

Line Manager and Appraiser: Luke Campbell (DH)

**Aim of Role:**

1. To support Class Teachers with planning, delivery and assessment of targeted students/ groups
2. To Team teach classes with Class Teachers/ HLTAs as agreed and, occasionally, provide cover
3. To act as role models, share good practice and offer support and advice to LSAs and TAs
4. To develop and maintain professional links with parents/ carers, other agencies working with schools the local community and authority to ensure that the needs of all students are met.
5. To act as a key worker for an identified group of children.
6. To contribute to the EYFS Profiles including observation upload to 2 Simple

Support for Students

* To take a role in the delivery of the Foundation Stage curriculum including the Literacy, Phonics and Numeracy programmes as appropriate
* To take sole charge of a class of children for identified periods of time
* To act as a key worker for a group of children, being responsible for coordinating and liaising on casework issues, care plans and special needs.
* Assess the needs of children and use detailed knowledge and specialist skills to support children’s learning
* Establish productive working relationships with children, acting as a role model and setting high expectations
* Support the implementation of IEPs
* Promote the inclusion and acceptance of all children within EYFS.
* Support children consistently whilst recognizing and responding to their individual needs
* Encourage children to interact and work co-operatively with others and engage all children in activities
* Promote independence and employ strategies to recognize and reward achievement of

self-reliance

* Provide feedback to children in relation to progress and achievement
* Organize and manage appropriate, healthy, safe and stimulating learning environment and resources
* Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Monitor and evaluate children’s responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required on children’s achievement, progress and other matters, ensuring the availability of appropriate evidence
* Record progress and achievement in activities systematically and providing evidence of range and level of progress and attainment
* Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence
* Supporting the role of parents/ carers in children’s learning and lead meetings with families to provide constructive feedback on children’s progress/achievement etc.
* Produce lesson plans, worksheet, and plans as supported by teaching staff etc.
* Represent the school at case conferences/ meetings with other professionals.
* Be responsible for the physical care needs of children.
* Assist children to acquire life skills including toileting, feeding and washing.
* Participate in out of school activities including taking sole responsibility for small groups of children and supporting teaching staff on organized school trips.

Support for the Curriculum

* Deliver learning activities to children within agreed system of supervision, adjusting activities according to the child’s responses/needs
* Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of children’s skills
* Use ICT effectively to support learning activities and develop children’s’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of children’s interests and language and cultural backgrounds
* Advise on appropriate deployment and use of specialist aid/resources/equipment
* To undertake any other duties commensurate with the role.
* To take responsibility for coordinating provision and share planning in the learning garden across the Foundation Stage.

Support for overall Early Years Foundation Stage

* Develop the use of Portfolios including observation upload to 2 Simple.
* Supervise students on work placements.
* Attend relevant CPD
* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of Griffin
* Establish constructive relationships and communicate with other agencies/professionals to support the welfare, achievement and progress of the children
* Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting children
* Recognize own strengths and areas of specialist expertise and use these to lead, advise and support others
* To assist in assessment and record keeping, including Foundation Stage profiles, using information technology as appropriate
* Keep up to date with developments in educational policies and practices as they affect the Foundation stage and as may be required.
* Assist and support new starters, volunteers or student placements as part of the school’s induction programme.

EYE Signature: Date:

Line Manager Signature: Date:

Executive Head Signature: Date:

Chair of Governors Signature: Date: