

Job Profile

Job Title: Early Years Educator

Job Grade: Level 2 Zone 2

Salary Range: £32,228 – £34,565 per annum

About Camden

Camden is listening to everyone, including you. We're giving a platform to people inside and outside our community. Because we're not just home to the UK's fast-growing economy. We're home to the most important conversations happening today. **And we're making radical social change a reality, so that nobody gets left behind.**

About the role

We are looking for innovative childcare professionals to provide high quality integrated day care and early education to children from birth to 5 years within a multi-disciplinary team and in line with and exceeding the requirements of the Early Years Foundation Stage.

Example outcomes or objectives that this role will deliver:

- To plan, implement and evaluate a high quality early years curriculum which includes a full commitment to anti-discriminatory practice. This will include daily, weekly and termly planning to meet individual children's needs and interests and record keeping that tracks the development of the individual child.
- To promote children's development within a secure, safe and stimulating environment, and with reference to good practice curriculum guidance appropriate to the ages and stages of development of the children.
- To be responsible for the assessment of children's overall development, including carrying out observations, recording children's achievement, and maintaining developmental records to a high standard.
- To undertake the responsibilities of a key person to a specific group of children within the centre and support the smooth transition from home to centre and from centre to school.
- To effectively manage the behaviour of the children in line with procedural guidance and to implement planned interventions for children with SEND and additional needs.
- To provide appropriate physical care in areas of washing, toileting, changing, feeding, dressing, comforting and administering medication.
- To work with due regard to Child Protection procedures and to report matters of concern to the Head.
- To organise outings for children's interest, education and enjoyment and with regard to safety.
- To regularly check the suitability and safety of play equipment and to work with due regard to the health and safety of the children, colleagues and all service users.

- To assist with the wider developments of the centre as a community resource, including participation in drop-ins and toy library services, parent education and family support initiatives

About you

Creativity and innovation is required in planning the curriculum and when encouraging, supporting and engaging with children at play that is emotionally, intellectually, physically and socially challenging. The post holder will contribute to individual planning for children and make decisions on day to day matters with more complex or contentious decisions being made in conjunction with the line manager. Decisions and recommendations made may have significant impact on children's development and learning.

- To achieve successful outcomes the post holder must be an active member of a multi-disciplinary team of staff, communicating and working together to create an environment in which children's development is fostered and in which good relationships grow.
- The post holder must be able to develop strong relationships and work in partnership with parents, including home visits as part of the child's induction, maintaining close and regular contact as appropriate for the age of the child, holding regular meetings and presenting reports.
- The post holder is required to liaise with outside agencies and other professionals and to contribute to relevant meetings on and off site. Contact with other professionals and parents can be at a variety of levels, from straight forward information transfer to detailed information within a case conference or Team around the family meeting. The outcome of these interactions can have a significant influence over decisions made regarding a child's development and care plan.

All Camden staff are required to participate in annual Performance Management meetings and regular support and supervision, attend group and staff meetings, and will receive appropriate training and staff development in line with Council policies and the Investors in People Scheme

Essential

- Full and relevant level 3 Early Education or Childcare qualification
- A good standard of education, particularly in English
- To have knowledge of the Children Act 1989, 2004, relevant Education Acts and related legislation, and implications contained therein for service delivery
- To have at least 3 years' experience of working directly with children
- Experience of working as part of a team in a childcare setting.
- To have excellent knowledge of the Early Years Foundation Stage
- To have a sound knowledge of child development for children aged from birth to 5 years and an awareness of curriculum guidance for this age group.
- To have knowledge and understanding of planning, implementing, and evaluating an early year's curriculum.
- To have knowledge of the ethnic, religious, and cultural diversities in the community, to understand the effects on the provision of services and how to respond when the needs of a particular group are not being met
- To have knowledge of the functions of agencies involved in the provision of care and education of young children and commitment to work in partnership.

- An ability to support the planning of an Early Years curriculum and implement the planned activities
- An ability to undertake record keeping and observation of children and to then use this to inform individual planning
- An ability to effectively manage children's behaviour within a group setting
- To have the ability to use information technology systems and equipment
- To have an understanding of the importance of confidentiality and to be able to listen and respond appropriately with tact and diplomacy in sensitive situations
- To have an understanding of child protection procedures and an ability to use this knowledge in practice
- To have the ability to communicate effectively with a wide range of people both orally and in writing
- Demonstrate our Camden Ways of Working (WOW) behaviours

Desirable

- Paediatric First Aid certificate

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Work Environment:

The work environment is busy and noisy and the post holder needs to adapt to frequently changing demands. This requires a degree of flexibility and can be both inside and out- side the nursery building. There are deadlines around reporting on curriculum and planning and assessment of children. There will be situations requiring the post holder to resolve conflicting priorities. The post holder is required to undertake home visits as necessary.

There is a requirement to lift and assist in toileting and changing and in helping to transfer from seating to mobility aids. The post will help children to acquire and develop self- help skills including toileting and personal hygiene. Work may also involve implementing individual movement programmes, under the direction of other professionals.

The post holder will be required to help with first aid provision, comforting sick or injured children. In emergency situations he/she will need to liaise with the designated first-aider, senior staff and medical professionals, accompanying children to hospital or doctors as necessary. Any basic medical procedures that may need to be carried out will have training provided for.

People Management Responsibilities:

None

Relationships:

- Other professionals working with children attending the centre including Family Support Services, Health, Family Support and Social Work and Care professionals
- Parents/carers
- Members of the public
- Local schools and community groups

The post holder must be able to work to the shift pattern required by the centre, falling between 8am and 6pm. The post holder may be required to work outside of normal hours on occasion, with due notice.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG