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**Purpose**

This is an overview of the role, why it exists and includes the scope and responsibility. Ensure it is concise and to the point.

**Reporting and monitoring**

Reports to: [insert the role of the who will line manage this position]

Location: [it is good practice to state the location, particularly if your setting has multiple locations, each role might differ depending on location]

**Key responsibilities**

PACEY recommends using the ‘Statutory framework for the early years foundation stage’ sections to outline the key responsibilities of this role. Give specific details describing the essential functions of the role.

Learning and development

* Think about the responsibilities for learning and development the role has and how that fits into the wider setting. It can be useful to follow the basic schedule of the day and to think about who the role is in contact with. If the role has key person responsibility detail here with and overview of the ages and how many key children would be appointed.

Assessment

* Detail what assessments will the role be responsible for undertaking, to what extent and whether this will be formal assessments or day to day. Will there be shared responsibility? Detail any systems used in the setting.

Safeguarding and welfare

* Safeguarding is everyone’s responsibilities but be sure that you detail any specific safeguarding responsibilities of the role. It’s good practice to include a statement about following the settings safeguarding and child protection policies and procedures. If the role carries any first aid responsibility, make sure that is detailed.

**General responsibilities**

Here is where you can detail any other responsibilities the role carries.

Here are some suggested headings you could use:

Record keeping

* What would be the expectations of this role

Communication

* Think about who this role has contact with and how communications occur. This could be parents/carers, other professionals and could be face to face and/or via email or early years apps like Kinderly for example.

Budget or finance

* Detail any budgetary or other financial responsibilities the role carries.

Management

* Is this role one with line management of supervisory responsibilities, if so detail them.

Other duties

* Describe other common setting wideresponsibilities. It’s common practice to include a statement that covers other tasks not detailed for example ‘Carry out any other duties appropriate with the nature and level of the job that are required in order to deliver the job’s key responsibilities.’

**Person specification**

This is where you give details of what is required level of experience, knowledge, skills and education for an individual to be productive and successful in the role and an opportunity to include any other requirements of the role. They are divided into **essential** must haves to carry out main duties successfully and which are **desirable** attributes for the role.

Each setting is unique and will have it’s of specification requirements; here are some examples of what could be included:

|  |  |  |
| --- | --- | --- |
|  | **Essential requirements** | **Desirable attributes** |
| Experience | Previous experience in caring for children | Experience of caring for a range of ages of children |
| Knowledge | Child development  Safeguarding  Statutory framework for the early years foundation stage | Understanding of the Education Inspection Framework |
| Skills | Ability to work flexibly to meet the needs of the children  Ability to work as part of a team  Effective communication using appropriate methods and language, including ICT  Effective communication to a range of audiences including children and parents  Time management and organisational skills  Anti-discriminatory practice in all areas of work | Effective communication to other professionals  Additional language |
| Education and training | Level 2 or above i.e., GCSE grades 4-9 or A-C in English and Mathematics Level 2 Early Years Educator (or equivalent)  Evidence of Continuous Professional Development or training relevant to the role i.e., safeguarding | Level 3 Early Years Educator (or equivalent)  Paediatric First Aid training |
| Other requirements | Satisfactory Enhanced Disclosures and Barring Service (DBS) checks, signed up to the update service |  |