Early Years Educator (Qualified) — Role Profile

Service: Early Years Service – Children's Services Directorate
Band: Band 2
Reporting to: Nursery Manager
Responsible for: No direct reports

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Early Years Service (which sits within the Children's Directorate) is responsible for ensuring that high quality early education and childcare is available to all eligible families across Trafford so that every child can reach their full potential. The service commissions and administers the early education entitlement so that all eligible families can access their early education entitlement and provides support along with learning and development opportunities to ensure high quality educational provision and standards are achieved across education settings. The service manages two Day Nurseries offering affordable, flexible childcare for children from 3 months old.

As an Early Years Educator (Level 3 Qualified) you will ensure the quality of early education and care for children and families that access the nursery is maintained by providing high quality learning opportunities combined with care. The role will involve working with children and their families from an increasingly diverse community to ensure all needs are met in a welcoming and nurturing environment, working directly with children and their families as part of an experienced team and with other professionals from outside the nursery and keeping records up to date. You will be a key person for a group of children and support them in reaching their potential through positive relationships, experiences and opportunities.

Your Main Priorities

- Providing a safe, stimulating environment for children to explore, learn and develop considering their individual needs.
- Encouraging parental involvement in their child's development and learning.
- Working in partnership with other agencies.

Key duties

- Promoting development using the Early Years Foundation Stage statutory framework and ensure equality of opportunity.

- Working as a member of the team in planning all aspects of the curriculum to meet the needs of individual children.
- Providing a safe, creative and nurturing environment, ensuring that resources and equipment are age appropriate and accessible to children.
- Working within Trafford safeguarding procedures, implementing policies, attending meetings and writing reports as required.
- Undertaking and monitoring risk assessments of the equipment and the environment, maintaining cleanliness and safety.
- Encouraging parental involvement and support through the development of effective working relationships.
- Keeping concise, factual records, completing assessments, producing reports as required and attending relevant meetings.
- Undertaking professional training and development to keeping knowledge and skills up to date, cascading and embedding learning within practice.
- Carrying out any additional tasks identified by the Room Leader, Deputy Managers or the Manager commensurate with the grade of the post.

About You

Qualifications and Professional Development

- Minimum recognised Level 3 qualification in Early Years such as NVQ, NNEB, BTEC
- Evidence of continuing professional development

Experience and Knowledge

- Proven experience working in a childcare/early education setting
- Experience in working in partnership with parents and keeping lines of communication open
- Experience in planning for individual children's needs and reviewing them on a regular basis
- Experience and knowledge of promoting anti-discriminatory practice through equal opportunities
- Experience of the Keyperson system and of record keeping
- Knowledge of Safeguarding procedures
- Knowledge and understanding of Child health and development
- Knowledge and understanding of the Early Years Foundation Stage

Skills and abilities

- Ability to work as part of a multi-agency team and in partnership with others
- Good interpersonal skills, including verbal and written communication
- Ability to undertake accurate and timely assessments, including risk assessments, based on observation and to appropriately record and write reports

Special Conditions

- Enhanced DBS required
- Willing and able to travel to sites within the Trafford Borough
- Willing to work occasional evenings and weekends as required (e.g. accessing training, meetings, promotional activities)

Date prepared/revised	15/01/2025 (refreshed and transferred to new template)
Prepared/revised by	D Hulme / L Shellabear
Job Evaluation	Existing evaluation

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.