

Assistant Early Years Educator

Job Description - Roles and Responsibilities

Role: Assistant Early Years Educator

EMPLOYER: Roscommon LEADER Partnership Company

LOCATION: Emergency Reception and Orientation Centre, Ballaghaderreen

Hours of Work: 20 hours per week (*Flexibility will be required as this may increase with onsite service demand*)

Contract Duration: Fixed term contract which may be extended subject to funding and satisfactory work performance.

Overall Purpose of Job:

The Assistant Early Years Educator will provide support to the Senior Early Years Educator/Service Leader in the development, planning, and delivery of the daily operational running of the early years' service in line with the Childcare Act 1991 (Early Years Services) Regulations (2016) thus ensuring the health, welfare and development of the child is paramount at all times. He/she will work in accordance to the services policies & procedures and practices. Partnership with the early year's team, parents, families and outside support agencies and professionals is paramount throughout this role.

Roles and Responsibilities of the Post:

- Work effectively with the Senior Early Years Educator/Service Leader and Management Committee/Interagency group
- He/she will work in partnership with centre management & staff, external support agencies, multidisciplinary professionals, parents and families to ensure best outcomes for each individual child
- Adhere to the Childcare Act 1991 (Early Years Services) Regulations (2016) and all other relevant legislation and regulations, including Children First National Guidance for the Protection and Welfare of Children
- Implement *Síolta* the National Quality Framework (2006) and *Aistear* the National Curriculum Framework (2009) and *Aistear Síolta Practice Guide* (2014)
- Implement an inclusive based practice under the guidance of the Senior Early Years Educator/Service Leader and/or Management Committee/Interagency group while promoting cultural awareness
- Communicate effectively with Parents on the development and interests of their child
- Implement an emergent and spiral curriculum to cater for the needs of the individual children and as part of group activities
- Assist in the planning and development of age appropriate activities for the children which offers a wide variety of play activities, thus promoting the overall holistic development of the Child
- Complete observations on each child and input findings into the curriculum to support the individual interest of the child
- Serve meals/snacks to children while encouraging independence, good eating habits and personal hygiene
- Ensure Confidentiality is fully observed in relation to any personal details regarding the children/families adhering to the policies and procedures of the service
- Ensure that the confidentiality is fully observed in relation to any personal details regarding the children and the service while adhering and implementing the services Child protection and Welfare policy and Confidentiality policy
- Attend & participate in support and supervision meetings with Senior Early Years Educator/Service Leader
- Attend staff meetings for planning purposes and peer support as required
- Records and paperwork to be maintained as required

- Contribute to the review of the services policies and procedures in conjunction with management, interagency group and staff
- Attend CPD events as requested by your Manager/Voluntary Management Committee
- Any other duties that may be assigned your Management.

This job description may be reviewed, updated and/or amended from time to time in line with the needs of the service

Person Specification:

The post requires that there is a willingness to take direction from the Senior Early Years Educator/Service Leader

- Level 5 or higher in Early Childhood Care and Education or higher (on the national framework of qualifications)

Essential:

- Applicants should possess a minimum of a nationally recognised third level qualification (degree or higher) qualifications in early childhood care and education
- Ability to work on own initiative as well as part of a team with flexibility as required by interagency group to ongoing change in work practices. You need to be a dynamic individual with plenty of initiative and drive and be committed to supporting the individual needs of the child.

Desirable:

- Experience in an Assistant role within the early year's sector
- Current First Aid certification
- Children First/Child Protection certification
- Thorough knowledge of current government policy, national childcare funding programmes and Tusla childcare regulations
- Experience in identifying quality practice in the early year's sector and supporting practice through current legislation, Aistear, Siolta and good practice guidelines
- An understanding of the regulatory framework that services must operate within and the quality frameworks that services are now expected to meet
- Have excellent organisational skills and an ability to undertake work requiring accuracy and attention to detail
- Excellent IT and administrative abilities, including experience in report writing, use of Microsoft Word, Excel & Access Data etc.
- Have proficient administrative ability with experience in writing progress reports and meeting deadlines
- Excellent organisational and presentation skills
- Excellent interpersonal communications skills and an ability to work closely with a broad range of stakeholders including, service providers, educators, statutory and voluntary bodies
- Have a full clean driving licence and use of car with class 2 business insurance
- Good command of English (i.e. grammar, spelling and sentence construction)
- Ability to work on own initiative as well as part of a team with flexibility to ongoing change in work practices
- Confidentiality and a good team player
- You need to be a dynamic individual with plenty of initiative and drive and open to change

In addition:

- Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular & efficient service
- The successful candidate will be required to complete a medical and be Garda Vetted
- References will be sought prior to offer of employment.