



DRAFT

Job Description - Roles and Responsibilities

Job Title: Early Years Educator
Location: The Growing Tree, Ballaghaderreen, Co. Roscommon
Hours of Work: 26.5 hours to 35 hours per week options available
(Flexibility will be required as this may change with onsite service demand)

Main Purpose of Job

- To, guide, observe, stimulate and supervise children in a safe and caring environment as part of the team
- To work in close co-operation with the Manager and the other team members
- To act, if required as a key worker to specified children
- Ensure the safety, security and well-being of all children in your care
- To assist in the planning and implementation of an age appropriate stimulating programme of activities underpinned by Aistear and Síolta and the teachings of a play-based curriculum

Care of Children

- To be attentive to the children in your care
- To deal with issues as they arise in relation to the wellbeing of children
- To communicate to children at their level
- To provide personal care if necessary (toileting, washing)
- To carry out planned and unplanned observations (Aistear Assessments) and developmental checks using the observation system and materials

Training and Meetings

- To undertake first aid training, fire safety and manual handling, child protection and any other relevant course, as required
- Undertake training if requested by the Manager
- To attend and participate at meetings as required

Parents

- To liaise with parents who are the prime carers of the children to keep them informed of the children's progress and well being
- To prepare for and attend parent/teacher meetings out-of hours, if necessary

Food

- To encourage good eating habits and personal hygiene
- To use meal time as a social occasion with the children

Flexibility

- To be flexible in regarding working in the different children rooms or schools. You will be required to work in different rooms and schools should a staff member be absent

Curriculum/Activities

- To participate and assist in the planning and implementation of daily instructional and developmental activities for children
- Provide opportunities for children to learn in a holistic way
- To introduce children to the equipment based on their individual needs
- To provide opportunities for self-directed play
- To ensure children's cultural identity is recognised
- To effectively manage transitions

Health and Safety

- To report any safety hazards/risks to Management immediately
- To refrain from engaging in any activity that poses a risk to you, other members of staff or children
- To have a good knowledge of fire and safety procedures within the service
- To maintain a safe, clean and healthy environment
- To keep your work space clean and hygienic
- To participate in cleaning duties as required
- To use equipment/machines according to Management instructions
- To maintain a safe and clean outside environment
- To maintain a good appearance with attention to dress-code, hair, make-up and jewellery in accordance with the terms and conditions as outlined in the Contract of Employment and Employment Handbook

Administration

- To maintain appropriate records and documents in compliance with the Childcare Act, 1991 (Early Years Services) Regulations 2016. Records may include the child's progress, recording observations, Aistear, Assessments accidents records, etc.

Member of Staff Team Responsibilities

- To be a member of the team engaging with the other members of staff working in the in the service
- Ensuring that you respect the rights of the children in the care of the service and their parents

- Working as part of a team, fostering good working relationships within the team
- Having a neat and tidy appearance and adhering to the dress code
- If you have a concern about the welfare of a child report to the Designated Child Protection Liaison Person

Communication

- To communicate frequently with the team members and parents as appropriate
- To communicate in a straightforward, accurate, and professional manner and not to engage in unnecessary social conversations when working and supervising children

Other Duties

- To be familiar with all policies and procedures of the service
- To adhere to the Child Care (Early Years Services) Regulations 2016, and all other relevant legislation and Regulations
- To implement the Aistear curriculum
- Ensure the safety, security and well-being of all children in your care
- To ensure all quality and safety standards are maintained in the service at all times

In addition

- It is essential that the successful candidate has a Level 5 or higher qualification in Early Childhood Care and Education
- The successful candidate will be required to be Garda Vetted
- References will be sought prior to offer of employment

CONFIDENTIALITY OF THE CHILDREN, PARENTS AND STAFF TO BE MAINTAINED AT ALL TIMES

NOTE

This job description is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.



**An Roinn Leanaí, Comhionannais,
Míchumais, Lánpháirtíochta agus Óige**
Department of Children, Equality,
Disability, Integration and Youth



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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board