



## **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