

Early Years Educator (Chichester)

Team: First Steps Chichester

Reports to: Early Years Team Leader

Location: Chichester

Our Vision

To create a safe and joyful place where every child is nurtured and inspired to grow with confidence, curiosity and pride.

Our Mission

Through strong relationships, skilled teaching and a culture of kindness, we support children to develop the foundations they need to grow, achieve and feel proud of who they are.

Our RECIPE Curriculum

As an Early Years Educator, through high-quality interactions, meaningful experiences and child-led learning opportunities, you will inspire children to become:



Our Values

All team members will:

- Demonstrate kindness, respect and professionalism in all interactions.
- Promote children's emotional security and wellbeing.
- Build nurturing relationships with children, families and colleagues.
- Foster inclusive environments where every child feels valued and respected.
- Work collaboratively to support the success of the nursery and wider organisation.
- Actively contribute to a culture of continuous improvement and learning.

Job Purpose

To provide high-quality care and education that enables every child to feel safe, valued and inspired to learn. As an Early Years Educator, you will create a nurturing, engaging and inclusive environment where children develop confidence, curiosity and a lifelong love of learning. Working in partnership with families and colleagues, you will support each child's individual learning, development and well-being through meaningful interactions, high-quality teaching and play-based experiences. You will promote the First Steps vision, mission, values and RECIPE curriculum, helping every child to thrive and reach their full potential.

Key Responsibilities

Child Development and Learning

- Deliver high-quality early years education in line with the Early Years Foundation Stage (EYFS) and the First Steps curriculum.
- Create stimulating and inclusive learning environments that encourage exploration, creativity and independence.
- Support children to develop the RECIPE characteristics of being Resilient, Empathetic, Curious, Independent, Passionate and Educated.
- Observe, assess and monitor children's learning and development, using this information to plan meaningful next steps.
- Use high-quality interactions to promote children's language, communication, thinking and problem-solving skills.
- Follow children's interests and respond to their individual learning needs through child-led and in-the-moment planning.
- Promote children's confidence, wellbeing and emotional security through nurturing relationships.

Key Person Responsibilities

- Act as Key Person for an allocated group of children.
- Build secure attachments and positive professional relationships with children and their families.
- Maintain accurate and meaningful records of children's learning, development and achievements.
- Share information regularly with parents and carers regarding children's progress and wellbeing.
- Ensure children's individual needs, interests and routines are understood and reflected in daily practice.

Inclusion and Child Wellbeing

- Support all children to access learning opportunities and achieve their full potential.
- Promote inclusive practice that values and respects every child and family.
- Work collaboratively with colleagues, parents and external professionals to support children with additional needs, including SEND.
- Ensure children's health, wellbeing and emotional security are always promoted.

Safeguarding and Welfare

- Safeguard and promote the welfare of all children.
- Maintain professional curiosity and remain vigilant to signs that a child may be at risk of harm.
- Recognise, respond, record and report safeguarding concerns in accordance with nursery policies and procedures.
- Follow all safeguarding, health and safety, confidentiality and data protection requirements.
- Contribute to an environment where children feel safe, secure and respected.

Partnership Working

- Develop positive and professional relationships with parents, carers, colleagues and external agencies.
- Communicate effectively to ensure continuity of care and learning.
- Contribute positively to the wider nursery team.
- Represent First Steps professionally at all times.

Professional Practice

- Demonstrate the First Steps values of Kindness, Safety and Emotional Security, Nurture and Relationships, Growth and Learning, Teamwork and Professionalism, Inclusion and Respect.
- Maintain confidentiality and professionalism at all times.
- Participate in supervision, appraisals, team meetings and training.
- Reflect on and continually improve professional practice.
- Keep up to date with developments in early years education.
- Adhere to all First Steps policies, procedures and professional standards.

Safeguarding

First Steps is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. All appointments are subject to satisfactory safeguarding and employment checks.

Person Specification

Qualifications	
<i>Essential Criteria</i>	
• Full and relevant Level 2 or Level 3 Early Years qualification (or equivalent). • GCSE English (Grade 4/C or above) or equivalent. • Paediatric First Aid Certificate or willingness to complete within an agreed timeframe. • Safeguarding training or willingness to complete within an agreed timeframe. • Food Hygiene Certificate or willingness to complete within an agreed timeframe.	
Experience	
<i>Essential Criteria</i>	<i>Desirable Criteria</i>
• Experience working with children in an early years setting, or a relevant childcare placement. • Experience supporting children's learning and development through play.	• Experience as a Key Person. • Experience supporting children with SEND. • Experience using online learning journals and assessment systems.
Knowledge	
<i>Essential Criteria</i>	<i>Desirable Criteria</i>
• Understanding of the Early Years Foundation Stage (EYFS). • Understanding of child development and how children learn through play. • Understanding of the importance of attachment and positive relationships. • Understanding of safeguarding and child protection responsibilities. • Understanding of inclusive practice and supporting individual needs. • Commitment to the First Steps Vision, Mission, Values and RECIPE curriculum.	• Knowledge of current Ofsted expectations. • Knowledge of health and safety requirements within an early years environment. • Understanding of SEND Code of Practice.
Skills and abilities	
<i>Essential Criteria</i>	<i>Desirable Criteria</i>
• Ability to build positive relationships with children, families and colleagues. • Strong communication skills, both verbal and written. • Ability to observe, assess and support children's development. • Ability to promote children's language and communication development. • Ability to create engaging and stimulating learning environments. • Ability to work independently and as part of a team. • Organisational and time management skills. • Ability to reflect on and improve own practice.	• IT skills and experience using nursery management or learning journal systems. • Creative approach to planning learning experiences.

Personal attributes	
Essential Criteria	Desirable Criteria
• Kind, caring and nurturing approach. • Positive role model for children. • Passion for early years education and child development. • Commitment to inclusion, equality and respect. • Professional, reliable and trustworthy. • Flexible and adaptable approach. • Enthusiastic about learning and continuous professional development. • Commitment to safeguarding and promoting children's welfare. • Able to demonstrate the First Steps values of Kindness, Safety and Emotional Security, Nurture and Relationships, Growth and Learning, Teamwork and Professionalism, and Inclusion and Respect	
Other requirements	
Essential Criteria	
• Able to work flexibly within the nursery operating hours and participate in an agreed shift pattern. • Able to attend staff meetings, training events, parent consultations, open events and other activities required to support the effective operation of the nursery. • Willingness to undertake occasional evening or weekend work to support nursery events, training, professional development or business needs. • Willingness to work across different First Steps locations, where required, to support children, families, colleagues and the operational needs of the organisation. • Able to travel to alternative First Steps locations when required. Transport arrangements may be supported by the organisation where appropriate. • Demonstrates a commitment to safeguarding and promoting the welfare of children. • Satisfactory completion of all required pre-employment checks, including Enhanced Disclosure & Barring Service check (including any relevant overseas checks), references, legal entitlement to work in the UK, qualifications, health assessment and compliance with childcare disqualification regulations.	

Terms and Conditions of Employment

Any appointment is subject to the Company's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Salary range:	£26,528 - £26,914 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Company's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 22 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Company, e.g. development days. Leave is to be agreed in advance with the line manager.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) will automatically be entered into the National Employment Savings Trust ("NEST"), provided their appointment is for at least three months in duration. Participation is subject to its terms and conditions. The Company's policy is to contribute as an employer to staff in membership of the NEST only. Should staff opt out of the NEST, the Company will comply with the employer duties under Part 1 of the Pensions Act 2008 in respect of staff and it will automatically enrol or re-enrol staff into a pension scheme as and when required by law.