



**The
Mulberry House
School**

JOB DESCRIPTION

Job title: Art Early Years Educator
Responsible to: Headteacher
Reports to: Team Leader, Senior Teacher of 2nd school, Headteacher

Main purpose of job: To work in conjunction with other Early Years Practitioners at the school to care for and educate the pupils attending the school. To be a positive member of the team, inspiring learning and promoting the ethos of The Mulberry House School under the leadership of the Headteacher.

Duties and responsibilities:

1. To carry out the job responsibilities with regard to the school's own policies and to have read all of these policies.
2. To be seen as a professional and responsible figure by parents and pupils, providing caring support at all times.
3. To share responsibility for the health and safety of pupils and colleagues at all times.
4. To take responsibility for planning activities and the assessment of children, to aid with the overall development of the pupils.
5. Carry out observations and assessment of pupils and record keeping.
6. Telling or reading stories to a class or group of pupils.
7. To lead activities and scaffold learning in teacher and child initiated learning both indoors and outdoors.
8. To take groups of children on educational visits, ensuring their safety at all times.
9. To write weekly lesson plans, in conjunction with the school's schemes of work and project outlines.
10. Maintaining and setting out equipment in an interesting and stimulating way before the activities of the day and clearing away equipment after use, encouraging the assistance of the children.

11. Sharing responsibilities for displays, including art but also in other areas of the curriculum.
12. Help control and maintain resources including books, materials, equipment etc.
13. Making and repairing appropriate materials for play activities.
14. To make use of ICT to both aid the pupils' learning and to improve displays where appropriate.
15. To refer sick pupils to the Medical Carer/Headteacher and, if required to accompany them to hospital in the absence of parents and to remain with the child until a parent arrives.
16. Administration of basic first aid, following regular updating of First Aid Course.
17. To participate in the care of pupils waiting to be collected by parents/carers.
18. Undertaking classroom tidying and organisation daily.
19. Undertaking 'end of term jobs' to a high standard.
20. To attend meetings as required by the Headteacher within working hours.
21. To assist with students on occasional placements at the school.
22. To work in partnership with parents.
23. To take part in training during school hours and to have a positive attitude to continuous professional development.
24. To be responsible for the safety of pupils who are unaware of dangers to themselves and others.
25. To work in an environment where pupils have higher levels of personal care needs e.g. feeding, toileting, changing soiled clothes.
26. To be flexible in working with other teams to ensure the correct ratios of staff to children.
27. To be involved in the school's events, liaising with staff and creating banners and or posters to support events.
28. To carry out other duties and responsibilities of a similar nature and at a similar responsibility level to those described above which may be allocated from time to time.
29. To ensure that the school's policy on non racial discrimination be adhered to in all aspects, and that pupils be given every opportunity to maintain their particular identities through the provision of suitable ethnic learning play facilities and through respect for dietary and religious considerations.