



MBU Early Years Educator Job Description

Role Purpose

Our vision is that every child and young person in the country has a safe and happy childhood. To help us achieve this, the role will:

Deliver a high standard of care for Mothers and their babies using HMP Mother and Baby Unit, consistent with Action for Children policies and procedures and the regulatory requirements of Ofsted.

In this role, you'll be responsible and accountable for:

1. Providing practical quality care, support interventions and range of activities and experiences to babies and mothers either individually or as part of a team.
2. Contributing to the effective care of the children, meeting all the needs including external off-site opportunities.
3. Developing productive working relationships with the parent, resulting in the appropriate sharing of information with regards to the needs of their child.
4. Ensuring the provision of a high-quality environment to meet the needs of all children, regardless of cultural heritage, religious beliefs, disability, or gender.
5. Supporting the parent to understand the importance of play, routines, and safeguarding through the delivery of stay and play sessions, facilitation of groups, baby massage or other parenting intervention e.g. Solihull post-natal parenting.
6. Being alert to child protection and safeguarding issues and inform appropriate line managers of concerns in line with safeguarding policies and procedures.
7. Assuming the role of key person to a group of children and work in partnership with the parent, including observations, planning, evaluation, and development of activities linked to curriculum.
8. Keeping accurate records and maintain regular contact and communication with the mothers.
9. Effectively supporting children's health and medical needs and administer medication specific to each child, as required in line with medical procedures.

The responsibilities, accountabilities and reporting structure for this role will be reviewed periodically and updated, if required.

Last Reviewed: Version:

Person Specification

To do this, you will have:

Qualifications and training

1. Level 3 Early Years Qualification (must meet the Early Years Qualification criteria published by the DfE)
2. Paediatric first Aid – or ability to achieve.
3. Food Hygiene qualification – or ability to achieve.

Skills, knowledge and experience

1. Working in an early years setting with 0-3 yrs
2. Demonstrable understanding of applying EDI policies within an early years setting
3. Effective communicator (written and verbally)
4. Demonstrable working knowledge of children's emotional, physical, psychological and educational developmental needs from 0 to 5 years. (EYFS), including safeguarding and SENCO
5. Experience of planning, observation and reflecting on the children's learning.
6. Understanding of health and safety and basic food hygiene regulations
7. Demonstrable usage of online systems to record and plan, observe and communicate, e.g., Office 365, Family app.
8. Participate in on the job or off-site training and sharing learning received. e.g. Baby Massage, Solihull parenting

Don't meet every single requirement?

If you're excited about this role but your experience doesn't align perfectly with the job description, we'd love you to apply anyway. You might just be the perfect person for this role, or another role within the Action for Children family.

To do this, you will work with:

Internal – The Practice Team Leader, Early Years Co-ordinator, Family Support Practitioner and peers

External – Prison staff, Health Visitors, Midwife, Peri-natal mental health and other relevant professionals

In this role, you will be responsible for:

Financial: None

Staff Responsibilities: None

What else?

Work bank holidays (rota) – which may include Christmas/New Year if during the week.

Not essential but role may require you to travel or transport children, you will need to have suitable transport and insurance (Business use)

Everyone at Action for Children must promote equality, value diversity and work inclusively to ensure everyone feels welcomed and valued.

If you're appointed, you'll need to have an enhanced Adult and child disclosure check and HMP Vetting.

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Last Reviewed: Version:

For completion by the Reward Team:

Operational Job Title: MBU Early Years Educator

Line Manager: Practice Team Lead

Panel approval: 10th August 2026

Job Family: Social Care /Children's services

Panel date: 10th August 2026

Grade: SC602CD

Payscale Ref:

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Last Reviewed: Version: