Early Years Alliance
50 Featherstone Street, London EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: **EARLY YEARS LEAD**

BASED: **NOTTINGHAM**

DEPARTMENT: **BUSINESS DEVELOPMENT DIRECTORATE**

RESPONSIBLE TO: **SENIOR EARLY YEARS LEAD**

JOB PURPOSE:

To provide high quality early years sessions to children and families to improve the life chances of children. To work as part of a team to promote and support parents in their own learning which will enable them to support their children's learning and development, particularly with healthy lifestyle choices and communication skills.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To deliver high quality EYFS-focused sessions for children and their families in children's centres, family hubs, outreach venues and other delivery sites including schools, as directed by the line manager, with a particular focus on the prime areas of learning

2. To understand and work to the EYFS to support children's learning and development. To ensure that the environment and activities are stimulating and promotes parental involvement and understanding of learning through play.

3. To be responsible for the day to day management of the session in line with the Alliance's unregistered policies and procedures and EYFS welfare requirements. To ensure that the environment, including equipment offered, is clean, safe and secure and maintained to a good hygiene standard. To maintain a high level of safety during the session and to ensure that thorough risk assessments are in place in line with the Alliance's policies and procedures.

4. To ensure that all sessions are inclusive, welcoming and are appropriately planned in relation to the stage of the children's development.

5. To be the designated person for safeguarding during the session responding to safeguarding concerns in accordance to the Alliances safeguarding procedures.

6. To work in partnership with parents to promote a quality home learning environment and to liaise with parents informing them of the organisations procedures regarding exchanging information about the needs and development of their children

7. To work to a high professional standard to ensure a customer focused service is delivered enhancing continually the reputation of the organisation

8. To work flexibly to enable the service to be responsive to the developing needs of the service users which at times may include some evenings and weekends as directed by the line manager.

POLICIES AND PROCEDURES:

9. The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

EQUALITIES:

10. The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti-racism issues.

GENERAL DUTIES

1. To attend meetings as directed

2. To produce evaluation reports of sessions that have been delivered and case studies to show impact measurement

3. To attend in-service training and participate in supervisory meetings as directed

4. Any other reasonable duties in line with the charity's business plan.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

1. Possess a childcare qualification at Level 3 or above, or other relevant qualification

2. Demonstrate significant experience of delivering and managing children and family sessions such as toddler group, drop-in, crèche, family learning session, nursery, pre-school or other relevant setting.

3. Demonstrate a good understanding of the Early Years Foundation Stage (EYFS), child development and how young children learn through play, talk and discovery, both indoors and outdoors.

4. Demonstrate an understanding of the benefits to children of healthy lifestyles and how musical opportunities can promote communication and language skills.

5. Demonstrate an ability to deliver to the EYFS welfare requirements to provide a safe, stimulating learning environment, appropriate to all the ages and stages of the children attending.

6. Demonstrate an ability to be sensitive and supportive to children and families from a range of cultures, lifestyles and circumstances, and with and without additional needs.

7. Demonstrate an understanding of the value and importance of home learning and the ability to encourage parental involvement within the sessions in support of their children's learning.

8. Excellent customer awareness.

9. To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are

10. Commitment to young children and families.

11. Friendly, flexible approach.

12. Ability to work as a member of a team and on own initiative.

13. Demonstrate a good understanding of Safeguarding Procedures which includes attending regular update training.

14. Demonstrate a good understanding of safe and professional practice in working with vulnerable families, including to safeguard children.

15. Possess current Food Hygiene Certificate or willingness to gain qualification prior to commencing work

16. Demonstrate excellent interpersonal and communication skills.

Desirable Criteria

1. Possess current Paediatric First Aid certificate
2. Possess Health & Safety certificate
3. Level 3 in Teaching and Learning
4. Possess a clean driving licence and have access to a car during working hours.

TERMS & CONDITIONS:

Grade: 2A
Salary: £23,725 Pro-rata
Hours: 10 hrs 39 weeks a year
Annual leave: 25 days + bank holidays pro-rata

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of Post holder:

Signature:

Date: