

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: LEAD EARLY YEARS EDUCATOR

BASED: ALL AREAS

RESPONSIBLE TO: EARLY YEARS ASSISTANT MANAGER

RESPONSIBLE FOR: EARLY YEARS EDUCATOR, EARLY YEARS ASSISTANT

JOB PURPOSE:

To be a proactive member of the team that provides a safe, stimulating, and inclusive environment in which children are supported and encouraged to achieve their full potential.

To support the Nursery Management team in delivering high quality care following policies and procedures.

To be responsible for curriculum planning within the setting and to oversee the provision, in the absence of the Assistant Manager and Manager.

SAFEGUARDING REQUIREMENT:

The 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 procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

Working with children;

1. Act as a key person to a group of children, to meet children's learning and development needs.
2. To take responsibility for planning for children's learning and development needs by providing stimulating and developmentally appropriate play and learning experiences both indoors and outdoors.

3. Carry out observations to establish children's individual development, general health and well-being needs. Using the nursery management information system, maintain a consistent standard of observation and assessment records, including the 2-Year-Old progress check.
4. To supervise children, assessing risk, to protect them from dangerous or harmful situations.
5. Encourage and foster positive relationships with parents, carers and guardians to work in partnership to meet children's individual needs. Offer support and guidance and ensure parents/carers are regularly involved in discussion about their child's progress.
6. To be aware of any special educational needs or disability a child may have and work with other staff as appropriate to ensure each child's individual needs are known and met.
7. To provide a learning environment that is free from discrimination where each child is listened to, valued and respected.

To assist in the preparation of snacks, ensuring that all children's dietary and cultural needs and health needs including allergies are met.

Operational;

8. Contribute to the daily running of the room and planning of activities.
9. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
10. To adhere to the Alliance's safeguarding procedures to promote the welfare and safety of children within the setting. To share any welfare or safeguarding concerns immediately with the Manager.
11. To ensure that accurate records are kept. For example, accidents and incidents are recorded as outlined in the policies and procedures.
12. To be aware of and share information about the progress of key groups of children and contribute to the planning of activities and delivery of curriculum.
13. To arrange and attend parents, carers and guardians' meetings to allow two-way discussion on child's progress on a regular basis.
14. Demonstrate an understanding of and ability to implement the Statutory Framework for the Early Years Foundation Stage.

Team working;

15. To develop your role within the team in line with the Charity's Performance, Standards and Values.

16. To offer support and guidance to educators, assistants, volunteers, students on placements and work experience pupils in the setting.
17. To contribute to and attend supervisions.
18. To attend and contribute at regular team meetings.
19. To work effectively within the team to provide cover within the setting at short notice and be prepared to work in any room as required by senior staff.
20. To attend any conferences, training events or meetings as identified by senior staff.
21. To ensure adherence to Alliance's code of practice on confidentiality and to be compliant with GDPR.
22. To keep up to date with current good practice.
23. To perform any other duties as deemed necessary by the Deputy or Setting Manager.

EQUALITIES:

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

POLICIES AND PROCEDURES:

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

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 Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

Essential Criteria:

1. A minimum Level 3 early years educator qualification, as seen as full and relevant by the DFE and a commitment to obtaining further qualifications as appropriate.
External applicants only.
2. A minimum of a Level 2 early years practitioner qualification or higher relevant qualification and working towards or a commitment to complete the Level 3 Early Years Educator qualification as seen as full and relevant by the DFE. The successful candidate is required to obtain this qualification within 24 months of appointment. This is subject to a competency assessment where practice is observed within the applicants existing Alliance setting. **Internal applicants only.**

3. It is a statutory requirement that: “staff have a sufficient understanding and use of English to ensure the well-being of children in their care.” Section 3.26, EYFS (2014).
4. Post-qualification experience in working in early education and childcare.
5. A sound understanding of child development and children’s needs with an ability to plan and implement the curriculum in accordance with the Early Years Foundation Stage, taking into account the Special Educational Needs and Disability Code of Practice, safeguarding procedures and equality and diversity considerations.
6. Ability to inspire people to deliver results, high standards and sets clear objectives for self and the team, taking appropriate and timely action to ensure targets are achieved.
7. The ability to plan and implement an early years age/stage appropriate curriculum, taking into account the SEND Code of Practice, safeguarding procedures and equal opportunities’.
8. Ability to communicate verbally this includes the ability to establish rapport and credibility with external agencies, mothers, fathers and other carers.
9. Ability to communicate in writing by being able to produce clear, concise and accurate reports and correspondence, e.g. for disciplinaries, business plans, child protection/safeguarding reporting and for recruitment purposes etc. using Microsoft and other computer packages.
10. Ability to communicate in a variety of ways and with people at all levels, and adopt a communication method appropriate for the listener or audience.
11. Ability to communicate the need for quality and continuous improvement and influence good practice through example.
12. The ability to develop partnerships with parents/carers/guardians in respect of their own needs for advice, education and personal development.
13. Ability to support the development of his/her team through regular discussion and team meetings which encourage two way communication and sharing of ideas and expectations.
14. Experience of supervising staff on a day-to-day basis.
15. Able to recognise the signs and signals of child abuse and safeguarding concerns and have knowledge of what to do to protect children and safeguard welfare.
16. To be aware of the harmful impact on children of discriminatory experiences and ensure that children feel valued and respected for who they are.
17. Ability to be pro-active, reflective and self-motivated.
18. Ability to remain calm under pressure and able to multi-task.

19. Able to work as part of a team and on own initiative.
20. Demonstrates professionalism in approach to managing all issues.
21. Demonstrate a detailed knowledge of current legislation relevant to the Early Years.

Core management competencies - Please refer to Appendix 1 for details of the core management competencies that Early Years Educators are expected to work to.

- Leadership
- Managing people
- Managing teams
- Communication
- Customer awareness
- Problem solving
- Planning and resource management
- Taking Care of Yourself

Desirable:

1. Experience or knowledge of the voluntary sector.
2. A minimum Level 3 early years educator qualification (e.g. Preschool Learning Alliance *Diploma in Pre-school Practice*, NVQ 3, or equivalent) as seen as full and relevant by the DFE and a commitment to obtaining further qualifications as appropriate. **Internal applicants only.**

TERMS & CONDITIONS:

Grade

Salary Range

Allowances (if applicable)

Annual Leave: 25 days plus 8 Bank Holidays

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced 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.

Employer minimum contribution	Employee minimum contribution	Total minimum contribution
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: