



Early Years Alliance  
50 Featherstone Street, London EC1Y 8RT

Registered as an Educational Charity

## **JOB DESCRIPTION**

**JOB TITLE:** SENIOR EARLY YEARS EDUCATOR  
**BASED:** HOME-BASED  
**DEPARTMENT:** BUSINESS DEVELOPMENT  
**RESPONSIBLE TO:** EARLY YEARS DEVELOPMENT OFFICER  
**RESPONSIBLE FOR:** FLEXI EARLY YEARS EDUCATORS

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### **JOB PURPOSE:**

To manage and deliver high quality early years sessions to children and families to improve the life chances of children, ensuring services are responsive to the needs of the children attending them and meet contract specifications.

To support the home learning environment, promote parental involvement and their understanding of how children learn through play.

To line manage staff within area of responsibility, providing regular supervision and support to staff.

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### **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.

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### **MAIN DUTIES:**

1. To support the implementation, delivery and development of EYFS-focused sessions across the designated area, and to co-ordinate and lead existing provision across the London and Southeast area.
2. To deliver high quality EYFS-focused sessions for children and their families in children's centres, outreach venues, schools and other community delivery sites as directed by the line manager, with a particular focus on the prime areas of learning.



3. To line manage staff within area of responsibility, providing regular supervision and support.
4. To understand and work to the EYFS to support children's learning and development. To ensure that the environment and activities are well-planned, stimulating, and promote parental involvement and understanding of learning through play.
5. To be responsible for the day-to-day oversight and management of sessions in line with the Alliance's policies and procedures and EYFS Safeguarding and 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 sessions and to ensure that thorough risk assessments are in place in line with the Alliance's policies and procedures.
6. To ensure that all sessions are inclusive, welcoming and are appropriately planned in relation to the stages of the children's development and any additional needs that they may have.
7. To be the designated person for safeguarding during the session responding to safeguarding concerns in accordance with the Alliance's safeguarding policies and procedures.
8. To work in partnership with parents to promote a quality home learning environment and inform them of the charity's procedures regarding exchanging information about the needs and development of their children.
9. To work to a high professional standard to ensure a customer focused service is delivered in line with the performance, standards and values of the charity.
10. 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:**

11. 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 all correct reporting procedures.

#### **EQUALITIES:**

12. 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 understand and have a 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, monitoring and data information as required 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.*

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## **PERSON SPECIFICATION:**

### **Essential Criteria**

1. A childcare qualification at Level 3 or above, or other relevant qualification.
2. Experience of line management of a staff team including conducting 1-1 supervisions and managing performance.
3. The ability to lead a team, prioritise appropriately, and work under own initiative.
4. Demonstrate significant proven experience of delivering and managing children and family sessions such as toddler groups, drop-ins, crèches, family learning sessions, or other relevant early years setting.
5. Demonstrate an excellent understanding of the Early Years Foundation Stage (EYFS 2021), child development and how young children learn through play, talk and discovery, both indoors and outdoors.
6. Demonstrate an understanding of the benefits to children of healthy lifestyles, including the value of outdoor play, and an understanding of how musical opportunities, rhymes and stories can promote early communication and language development.
7. Demonstrate an excellent understanding of safeguarding, an ability to deliver the EYFS Safeguarding and Welfare requirements to provide a safe learning environment, including knowledge of how to conduct full risk assessments on venues and services.
8. 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, demonstrating awareness of the harmful impact on children of discriminatory experiences, ensuring that children feel valued and respected for who they are.



9. Demonstrate an understanding of the value and importance of home learning and the ability to promote this and encourage parental involvement within the sessions in support of their children's learning.
10. Demonstrate excellent interpersonal and communication skills, a friendly, empathetic approach and excellent customer awareness.
11. Demonstrate good administrative skills and ability to write brief reports and collate data and other information as required.
12. Hold a current Paediatric First Aid certificate or willingness to gain qualification on commencing work.

### Desirable Criteria

1. Possess current Food Hygiene Certificate or willingness to gain qualification on commencing work
2. Possess Health & Safety certificate or willingness to gain qualification on commencing work
3. Possess a clean driving licence and have access to a car during working hours.

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### TERMS & CONDITIONS:

**Grade:** 3A

**Salary range:** £22,049 – 24,971 per annum (pro-rata for part-time)

**London Weighting Allowances:** £2,570 pro-rata for part-time)

**Hours:** 25 hours per week (Term time only)

**Annual leave:** 25 days + bank holidays (pro-rata for part-time)

This position is home-based but the role may require regular travel around the designated area.

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. The level of this check is enhanced.

**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: