Senior Early Years Educator

Responsible to Children and Family Services Manager

Responsible for Overseeing and managing the room that you are allocated to work in

Grade: C

# Purpose

* To play a key role in providing and maintaining a high quality service provision within the Children & Family Services (CFS) and to ensure that it provides a safe, caring, stimulating and exciting learning environment for the children.
* To work as a member of the senior staff team to ensure that all children and their families receive a consistent service to the highest possible standard.

# Main duties and responsibilities

### Management & Leadership

1. Oversee the day to day delivery of services within the allocated room in line with the CFS policies, procedures and registration requirements.
2. Monitor and ensure the quality of provision within the room at all times and through regular meetings with your staff team.
3. Oversee and manage staff and students (as appropriate) within the room, providing supervisions, guidance and support as appropriate.
4. Work as a member of the senior staff team to ensure effective cross-working within the setting related to planning, service delivery, and children’s transition between rooms.
5. Liaise with the Managers and chef to ensure that an appropriate, healthy diet is provided and that individual dietary and cultural requirements are fully met.
6. To work with the Children & Family Services Administrators, ensuring all necessary paperwork and systems are adhered to.
7. Undertake management duties as necessary in the absence of the Manager or Deputy Manager.

### Children

1. Undertake key worker responsibilities, planning a balanced range of daily activities which meets the well-being and developmental needs of each individual child, including language development, social, emotional, intellectual and recreational development.
2. Promote and value children’s experience within an anti-discriminatory framework.
3. Develop respectful and warm relationships with the children by taking part in activities with them and engaging with them at their level.
4. Ensure high standards of all children’s well-being and basic care and encourage personal hygiene with the children, and to be observant of their general health and welfare.
5. Provide and maintain a child centred environment at all times.
6. Assume responsibility for all children left in your care.

### Parents/Carers

1. Take a leading role in developing and maintaining strong relationships with new and current parents and carers including induction, information sharing, handovers, transitions and encouraging their involvement in the Children & Family Services.
2. Ensure effective communication with parents and carers by arranging and participating in parent meetings, communications and other events, producing and sharing information and responding to enquiries/concerns.

### Curriculum

1. To work with all aspects of the Early Years Foundation Stage (EYFS) but in particular with the Learning and Development requirements which include the Areas of Learning, the Early Learning Goals and Assessment Arrangements.
2. Monitor all activities within the allocated room and ensure that they are appropriately planned, monitored, evaluated and accurate records are kept using all forms of assessment tools e.g. Tapestry, paper assessments, reports etc.
3. To provide sessions which have a clear structure and meets all areas of the curriculum and coincides with children’s interests including maintaining and further developing resources.

### General

1. Work as a member of the team.
2. Attend and chair meetings as required including staff and room meetings (some meetings may be out of normal working hours).
3. Help promote the CFS in the life of the community, dealing with enquiries and correspondence.
4. Undertake training and regular supervisions/appraisals as part of your personal and professional development.
5. Monitor the condition of toys and equipment, in terms of safety, hygiene and storage, ensuring that broken toys or equipment are repaired or disposed of and that action is taken on general maintenance issues as necessary.
6. Ensure that Safeguarding and Health & Safety policies and procedures are observed at all times.
7. To ensure that health and safety checks are carried out before every session and all areas used are left clean and tidy at the end of each session.
8. Maintain the register, diary, accident book and other records as necessary during the course of your duties.
9. Support and maintain effective communication throughout the Children & Family Services.
10. Represent the Children & Family Services at meetings, training events and conferences as appropriate.
11. Work with and abide by all the Farm’s policies and procedures.
12. Take part and support the Farm in events as and when required.
13. Work with all farm colleagues but in particular senior staff on the farm allowing good working relationships as well as engaging in other farm projects.
14. To work in line with professional expectations at all times and carry out any other duties appropriate to the responsibilities of the post, as required.

# Person Specification

### Essential

1. NVQ 3 or equivalent childcare qualification.
2. A minimum of two years’ experience of working in a day care setting.
3. A minimum of one years’ experience of leading a team.
4. Ability to maintain high quality standards.
5. Ability to interact professionally and effectively with children, staff, parents, carers and other professionals.
6. Experience of liaising with parents and involving them in their child’s care.
7. Up to date knowledge of good childcare practice and current legislation.
8. Sound knowledge and experience of working with the EYFS.
9. The ability to produce and implement clear curriculum/activity plans.
10. The ability to carry out observations and maintain accurate records for use in development logs and learning diaries.
11. Ability to work alone as well as part of a team.
12. To be enthusiastic, reliable, consistent and be able to motivate and lead a team.
13. Good planning and organisational skills.
14. Good written communication skills.
15. Practical understanding of, and a commitment to, anti-discriminatory practice.
16. Ability to maintain a positive and welcoming environment at all times.
17. The ability to stay calm under pressure and work with interruptions in a busy environment.
18. Understanding and commitment to promoting equality of opportunity.
19. Understanding and commitment to working with all safeguarding policies, practices and procedures.
20. The ability to take responsibility for your own health and safety and that of others.
21. Willingness to undertake training.

### Desirable

1. First Aid Certificate.
2. Food Hygiene Certificate.
3. Experience of working with vulnerable families.
4. Experience of working with children with additional needs.
5. IT skills including working with Tapestry.
6. An interest in the work of Windmill Hill City Farm, and an understanding of our aims and objectives.