

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title: EARLY YEARS EDUCATOR - ROOM LEAD

Centre: Jubilee Primary School and Fernbank Children's Centre

Reporting to: Headteacher

Line manager: Children's Centre Manager / Teacher

Grade:

JOB DESCRIPTION

Purpose of the post:

- To lead, monitor and supervise staff for whom you have responsibility in the base room.
 - To be a change agent in raising the quality of the Early Years provision within the base room.
 - To support in leading on the planning of appropriate learning activities which offer high quality learning experiences to children from birth to 5 years, ensuring each child has the opportunity to develop to their full potential within a day-care environment. This will include working in partnership with parents and carers, working with staff, team members and liaising with other agencies as required.
 - To be responsible for a group of children.
 - To implement health and safety and hygiene regulations.
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Main duties and responsibilities

To supervise staff and lead high quality, and effective Early Years practice in the base room.

- In consultation with the leadership team, develop the Early Years Curriculum in line with Early Years Foundation Stage Framework.
 - To plan and provide a range of educational and developmental opportunities for children aged 0 to 5 years, ensuring that each child's needs are met.
 - Work with the nursery's Special Educational Needs Coordinator to ensure that children with special educational needs are fully included in all aspects of the nursery curriculum.
 - To take Key-Worker responsibility for a group of children, including planning assessment and record keeping. Write summative reports and ensure they are prepared within the required timescale.
 - To foster and develop good relationships with parents and carers and to ensure that planning for their children is in partnership with them.
 - To promote and maintain a culturally sensitive environment. To ensure educational and developmental opportunities for children reflect their racial and cultural backgrounds.
 - To actively participate and be responsible for the organisation and implementation of a planned programme of activities which are in line with current legislation (DCFS Early Years Foundation Stage)
 - To help promote understanding of the aims of the centre among the children, their families and the wider community. To support the development of the centre as a community resource.
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- To assist in the Early Years Child Protection Procedures for identifying and monitoring children in need of protection. To assist in the preparation of observational reports for case conferences.
- To ensure and maintain high professional standards of hygiene. To adhere to health and safety requirements as it relates to the Full Day Care, Guidance to the National Standards.
- To commit to Continual Professional Development in line with DCFS requirements.
- Participate in staff and room meetings, supervision, staff training and development days and external training as appropriate.
- Participate in the development of parents' committee.
- To be responsible, as directed, for student training, supervision and development.
- To carry out all responsibilities of the post holder with regard to The Learning Trust's Equality Statement.
- To work outside normal hours as required, which may include accompanying children to a place of safety.
- Ensure that all services within the postholder's responsibility are provided in accordance with The Learning Trust's policies and commitment to quality services.
- To carry out other reasonable duties as may be required by the Chief Executive or relevant line manager, commensurate with the function and grade of the post.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

PERSON SPECIFICATION FOR ROOM LEAD

	Essential	Desirable
Qualifications	✓	✓
1. Level 3 qualification or equivalent in Childcare and Education.	✓	
2. Early Years Degree and EYPS		✓
Experience	✓	✓
3. Experience of delivering integrated care and education.	✓	
4. Experience of working in a culturally diverse environment.	✓	
5. Experience of providing a broad and balanced curriculum for children 0-5, including those with special educational needs.	✓	
6. Experience of working as a key worker for a group of children and their families.	✓	
7. Experience of supporting volunteers and work placement students in the setting.	✓	
8. Experience of implementing legislation as it relates to day care for young children.	✓	
9. Experience of recording, monitoring, programme planning and report writing in a clear and concise manner.	✓	
Knowledge	✓	✓
10. Knowledge of childcare policy and legislation.	✓	
11. Knowledge of the Early Learning Curriculum programmes and the DFE 'Foundation Stage' and Birth to Three.	✓	
12. Knowledge of the Special Educational Needs Code of Practice and how it relates to work with children under five.	✓	
13. Knowledge of requirements for providing an integrated service for children with special educational needs.	✓	
14. Understanding of relevant policies/codes of practice and awareness of relevant legislation for childcare.	✓	
15. Good working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.	✓	
16. Knowledge of health and safety and hygiene standards required.	✓	
17. Good working knowledge of Ofsted Daycare standards and requirements.	✓	
18. Understanding of Healthy Schools initiative and Every Child Matters framework.	✓	
19. An understanding of Child Protection / Safeguarding issues and procedures.	✓	
Skills	✓	✓
20. Excellent numeracy and literacy skills and the ability to prepare and present accurate, written reports.	✓	

21.	Effective use of ICT to support learning.	✓	
22.	Ability to implement early learning curriculum programmes effectively and collaboratively.	✓	
23.	Ability to relate well to children and adults.	✓	
24.	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
25.	Ability to work in partnership with parents	✓	
26.	Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.	✓	
27.	Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality.	✓	
28.	High level of initiative and creativity.	✓	
29.	Must be prepared to work outside normal hours in emergencies.	✓	
30.	Displays commitment to the protection and safeguarding of children and young people.	✓	
31.	Good history of attendance, punctuality and reliability.	✓	
32.	Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
33.	Ability to liaise with appropriate agencies to achieve an integrated service for children with disabilities and/or special educational needs.	✓	
General			
33.	Ability to implement statutory and Learning Trust policies.	✓	
34	Ability to lift children under five for changing, feeding, comforting, etc.	✓	
35	Ability to implement The Learning Trust's Child Protection Procedures.	✓	
36	Ability to work as part of a team and actively participate as a team member.	✓	
37	Ability to foster good relationships with staff, children and parents/carers.	✓	
38	Ability to implement The Learning Trust's Equal Opportunities Policy.	✓	
39	Must be prepared to work outside normal hours in emergencies.	✓	
Behaviours			
40	Works with others to increase group understanding of the team's goals.	✓	
41	Regularly reviews ways of working to seek improvements.	✓	
42	Is an ambassador for the School and Centre by being passionate when discussing its work and goals, and challenges negativity from others.	✓	
42	Challenges discrimination and negativity towards others to create a supportive environment that is open to individual differences.	✓	