



JOB DESCRIPTION

Post title: Senior Early Years Educator

Scale: Local Government Scale SO1

Reporting to: Early Years Lead/
Centre Manager

BASIC OBJECTIVES OF POST

Main purpose of the job:

To implement and work within the requirements of the Statutory Framework for the Early Years Foundation Stage

To provide high quality, fully integrated care and education for children throughout the Centre in partnership with their parents

To work as part of the multi-disciplinary team within the Centre

Liaising on a regular basis with other professionals working with children attending the Centre

To take responsibility for the safety, security and wellbeing of all children within the room

Ensure all Day Care policies and procedures are adhered to in the Centre at all times

To continue professional development through training opportunities offered and self- development

Main responsibilities:

To undertake the responsibilities of a key worker within the Centre

DUTIES AND RESPONSIBILITIES

To act in a senior role as key worker:

1. To be responsible for the day to day management of their own room, encouraging good practice by the staff team with regard to individual and group work with the children
2. To be responsible for the regular supervision and line management of staff within their own room including staff professional development

3. To communicate clearly with parents/carers encouraging them to participate in their child's progress and development
4. In consultation with the Centre Manager, to develop, carry out and evaluate an annual programme of activities, suitable for the age range of the children, following the guidelines for the implementation of (Early Years Foundation Stage).
5. Observing, assessing and recording with reference to the Centre policies each child's progress
6. Implement IEP's through regular liaison with other professionals (speech therapist, health visitor, dieticians and psychologists)
7. Supporting children with SEN and carry out regular reviews as appropriate.
8. To abide by the Centre's health and safety policies
9. Working in partnership with parents. This will include daily informal contacts, regular reviews, curriculum workshops and discussion groups, supporting child to settle in when transitioning
10. To provide appropriate and sensitive physical care in areas such as washing, toileting, feeding and dressing
11. Attend staff meetings and supervisions as required
12. To keep up to date with current thinking by attending courses, reading documents etc as required fulfilling this role
13. To undertake duties as delegated by the Children's Centre Manager/Head of Centre or Day Care Manager.

PERSONNEL

- a. To ensure their room is appropriately staffed at all times
- b. Lead and support staff in their own room in developing and maintaining the observation, assessment and planning cycle within an effective learning environment with the Centre.
- c. To take an active role in ensuring all staff within their room fulfil the provisions of their job descriptions
- d. To be responsible for the supervision of student practitioners in the Centre and ensure they adhere to the ethos and practice of the Centre
- e. Lead and develop and maintain appropriate positive behaviour strategies with children, staff and the wider community
- f. To be effective role models for staff in all aspects, including teamwork, positive relationships with children and parents and to be an advocate for learning through play.

**SEBRIGHT SENIOR EARLY YEARS EDUCATOR
PERSON SPECIFICATION**

	Essential	Desirable
<p>Qualifications Early Years Professional or equivalent</p>	*	
<p>Experience At least two years' experience of leading a team working or caring for children at Foundation Stage, including those who may have special needs.</p> <p>Working in a culturally diverse environment.</p> <p>Record keeping, programme planning and report writing in a clear and concise manner.</p> <p>Experience of providing a broad and balance curriculum for children 0 – 5</p>	* * * * * *	
<p>Knowledge Knowledge and understanding of the early years curriculum.</p>	*	
Knowledge of current developments and legislation related to the early years	*	
An understanding of the Special Needs Code of Practice		*
An understanding of the needs of children from ethnic minorities, including children who are bi or multi lingual	*	
An understanding of Child protection procedures and the ability to use these in practice	*	
An understanding of the importance of confidentiality and the ability to deal sensitively with difficult situations	*	
First Aid	*	
Food Hygiene		*
<p>SKILLS AND ABILITIES The ability to promote all aspects of children's learning and development.</p>	*	
Good IT skills	*	
The ability to relate easily to children, staff, parents and other agencies	*	
The ability to work with parents individually and in groups	*	
The ability to communicate clearly both orally and in writing	*	

To prepare and present reports at children's reviews	*	
The ability to manage own workload and designate workload for staff	*	
COMMITMENT A commitment to and an understanding of equal opportunities and the ability to implement Hackneys Valuing Diversity Policy in this area of work	*	
An understanding of health and safety in the workplace and how to implement it in this area of work	*	
A commitment of staff development and training	*	
A commitment to incorporating customer care into work practices	*	