

Job Description

Post Title:	Early Years Coordinator with deputizing responsibility
Responsible to:	Early Years Manager
Location:	Peppermint Children's Centre
Salary:	£18,819 – £20,488
Hours:	40 hours

Main Purpose of the Job

- To Key work an agreed number of children on a daily basis; this post is included in the ratio of the setting, with approximately 70% of the time spent working directly with the children in the rooms and 30% being office based tasks
- Deputise for the Manager in their absence
- Oversee and participate in planning, preparation and delivery of learning activities for individuals, groups, monitoring and assessing children and recording and reporting their progress.
- Provide Leadership, mentoring and support to other Nursery and Pre-school staff, including students and volunteers.
- Support the Manager in the management of the Centre
- Support the students on a daily basis when needed

This post will involve working in partnership with:

- parents to provide consistent high quality, non-discriminatory child care which meets the needs of each individual child and family and which enables the child to realise his/her full potential and achieve a good self- image; and,
- other agencies in the children's centre area with regard to the provision of joined up services for children and their families and carers.

The post-holder must at all times carry out his/her job description with due regard to all policies of Acorns 2 Oaks Ltd., which is the employing body.

Main Duties and Responsibilities
<ul style="list-style-type: none">• Be part of a team providing a safe, caring and stimulating learning environment for all children attending the Nursery, Pre-school and other services, in line with Acorns 2 Oaks Policies and Procedures.

- Take a lead role with the Health and Safety, having regard to the well-being of the children and the welfare of the staff and effective liaison with parents.
- Contribute to the effective planning, delivery and evaluation of a quality nursery education curriculum for children, within the Foundation Stage, EYFS framework, including children with special educational needs.
- Promote good childcare practice that is consistent with the aims, objectives and targets of Early Years and Ofsted Standards and to ensure the delivery of quality services to children and families.
- Provide appropriate supervisions, support, advice and guidance and learning opportunities to all staff including volunteers and students
- Ensure that all staff are familiar with, and work to, all A2O policies, especially safeguarding children protection procedures.
- Have a commitment, understanding and ability to promote the well being of children as outlined in ECM
- Ensure efficient placing of key children with a key worker and that there are regular review meetings
- Ensure the EYFS is fully implemented within the group room and there is ongoing planning, observation and assessment to ensure ongoing improvements in standards

To support the Early Years Manager:

- Support the Manager when required
- Ensure a high priority is given to the management of safeguarding, health and safety and that legal responsibilities are adhered to, so ensuring appropriate risk assessment and action that appropriate information, training and supervision is made to ensure the health and safety at work of employees ensuring that all Acorns 2 Oaks policies and procedures are implemented and upheld to the highest possible standard.
- Assist the manger to ensure that the provision is continually improving through maintaining regular and effective monitoring and quality assurance systems for all aspects of work
- Ensure the ethos and purpose of Acorns 2 Oaks is sustained through the work of the provision

In the absence of the Early Years Manager:

- Undertake the day-to-day running of the Peppermint child care provisions within agreed guidelines
- Assume responsibility for the day-to-day management of staff and resources of the provisions and lead staff meetings, organise room meetings and attend regular management meetings.
- Undertake the necessary administrative tasks.
- Provide information and progress reports to ensure senior managers, Trustees and others are kept up to date with the Centre's services.

- Represent the organisation on agreed working groups and appropriate meetings within children's services and through those of partner agencies.
- Undertake the effective management of the budgets in line with financial regulations being aware of the centres viability in the future

Service and practice development and delivery

- Ensure the effective implementation of the Early Years Foundation Stage framework, through ensuring planning, delivery and evaluation of a high quality nursery education curriculum for all. The curriculum activities should address the needs of children with special educational needs and be appropriate and relevant to those from all ethnic groups;
- Promote good childcare practice that is consistent with the aims, objectives and targets of the Programme, Early Years and Ofsted Standards and to ensure the delivery of quality services to children and families.
- Be part of a team providing a safe, caring and stimulating learning environment for all children attending the Nursery, Pre-school and other services, in line with Acorns 2 Oaks Policies and Procedures.
- Establish pathways to ensure families with additional needs can be quickly linked into more specialised services;
- Ensure that families are signposted or referred to other services as appropriate and that the relevant forms are appropriately used by all staff.
- Encourage parents and carers to make use of the activities available at the centre.

Personnel

- Responsible for own development through supervision, appraisal and training and be actively aware of current legislation, guidance and research and its implication for practice.
- Maintain a sound knowledge and understanding of child protection procedures and co-operate with other professionals in adhering to these
- Attend, lead and fully participate in team meetings, supervision and appraisal meetings as appropriate.
- Participate in the training of other professionals and Early Years Practitioners.
- Update knowledge of the work by participating in workshops and training sessions, and sharing knowledge gained with colleagues.
- Share good childcare practice with colleagues, display exemplary behaviour and act as a role model to all staff.

General

- Adhere to confidentiality and information sharing protocols and to be aware of the Data protection Act 1984; to maintain records and archive systems in accordance to procedures and statutory requirements.
- Lead by example, adhere to professional code of conduct and appropriate dress.
- Maintain a professional manner and focus on the aims and objectives of the organisation when working with other teams both within Acorns 2 Oaks and external agencies.
- Maintain good communication systems at all times.
- Share good childcare practice with colleagues, display exemplary behaviour and act as a role model to all staff.
- Ensure that high standards of hygiene and safety are maintained at all times.
- Maintain a flexible approach to work in response to the needs of children and families; this may include evenings or weekends.
- Participate in the training of other professionals and Early Years Practitioners.
- Carry out the duties and responsibilities of the post with due regard to anti-discriminatory, anti-oppressive and equality of opportunities practice, ensuring that provision is made for all groups in the community taking account of race, culture, religion, disability, gender and sexuality.
- Undertake any other duties as may be reasonably required within the scope of the post from time to time.

EARLY YEARS COORDINATOR
Peppermint Centre

Person specification

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>		
1. Early Years Professional qualification (Level 3), or 2. NNEB NVQ level 3, or 3. Teaching qualification, or 4. Dip Social work Health Visiting	√	
<u>Knowledge</u>		
To have a working knowledge of Early Years best practice and the Early Years Foundation Stage.	√	
Knowledge of the Children Centre programme “Every Child Matters” it’s value and it’s purpose	√	
Excellent knowledge of child development	√	
Knowledge of the Ofsted registrations and inspection requirements and the national day care standards	√	
Observation, Assessment and Planning	√	
Knowledge of Safeguarding Children Policies / procedures.	√	
Knowledge of equality issues and its implementation and the ability to understand and interact with a variety of different cultures	√	
Knowledge of evaluation and working within a framework of quality standards service delivery for children and families	√	
<u>Skills and Experience</u>		
Thorough record keeping and systems for monitoring information	√	
Staff supervisory skills and the ability to motivate others and to work and manage teams of staff.	√	
Excellent communication and interpersonal skills, both written and verbal	√	
An ability to consult with and negotiate with partners from the voluntary, private and public sector	√	
Proven ability to work independently and as part of a team	√	
Excellent time management skills	√	
Hold a current First Aid and Food Hygiene Certificate	√	
Ability to manage money, prepare and work within a budget		√

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		<u>Essential</u>	<u>Desirable</u>
<u>Skills and Experience Cont.</u>			
	3 years experience of working with pre-school children	√	
	Management experience in managing a childcare setting		√
	Experience of working within a multi culturally diverse community and the implementation of equal opportunity policies	√	
	Working knowledge of MS Word, MS Excel, MS Outlook, Internet browsers	√	
	Working knowledge of MS Powerpoint and MS Publisher and specific online databases used by the local authority		√
	Proven experience of working with groups or sustaining local community projects in the delivery of childcare or family services		√
	Experience of working with and reporting to committees		√
<u>Personal</u>			
	The ability and willingness to undertake work related training as and when required	√	
	An ability to work flexible hours, which could include weekends and late evenings in order to meet the needs of the local community	√	
	A commitment to community empowerment, involvement, parent participation and partnership working		√
	To have an understanding of confidentiality and the protocols of information sharing and the data protection act	√	
	Commitment to equal opportunities	√	
	Warm, caring, friendly and approachable manner	√	
	Commitment to working in Partnership with families	√	
	Enthusiastic, innovative, energetic and able to motivate others	√	
	Flexible, practical and willing to “get your hands dirty”	√	
	Motivated to develop and maintain high quality provision and practice	√	