

Job Description

Job Title:	Early Years Leader
Responsible to:	Early Years – the organisation for young children
Reports to:	Project Manager
Salary Scale:	NJC Scale 5, Points 12-17 (£26,421 – £28,770) pro rata
Hours:	16 hours per week, Wednesday to Friday
Location:	Clogher Valley Sure Start – Two's Company building
Tenure:	Permanent
Allowances:	Travel Expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. Job Purpose

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure children are:

- Strong, competent and visible in their communities
- Physically and emotionally healthy
- Eager and able to learn
- Respectful of difference

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity

- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity

- Excellence and evidence-based innovation
- Effective stewardship and governance
- A professional, committed and recognised workforce
- Valuing staff, members and their commitment

Working ethically is intrinsic in all that we do:

“We should endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.”

To ensure children attending the SureStart programmes have the best start in life by providing a safe, welcoming, high quality, inclusive early education environment, working to improve the ability to learn, improve health and social development of children, ante-natal to four years of age. The post holder will be taking the lead in a variety of service delivery within the SureStart project.

To work in partnership with families to promote and facilitate positive parenting and the enhancement of the role of parents as ‘first educators’.

To innovatively support and extend play experiences to ensure early outcomes are achieved.

2. Key Tasks

Line Management

- To provide line management, support and supervision to staff/volunteers/trainees working in Developmental Programme for Two Year Olds and crèche ensuring appropriate staff/child ratios.

Documentation, Observation and Planning

- Lead in the continuous improvement, development and provision of high quality innovative programmes for young children and actively encourage participation of the parents.
- Lead work with children and families based on a Key Worker system that meets the needs of the children.
- To reflect, agree and complete the most developmentally appropriate system of observation, assessment and planning.
- Lead and assist the SureStart team in the organisation of special events, outings, visits and any other activities as required.
- To take lead responsibility to ensure procedures and systems are in place to promote a smooth transition for children and families from home to the Programme and to the pre-school setting by regularly engaging with families to ensure children’s learning outcomes are shared and agreed with parents / carers and other practitioners.

Environment

- Lead the SureStart team to ensure there is a caring and welcoming environment for the children and their families.

- Lead the SureStart team to ensure the effective running of the programmes and the facilities used including both indoor and outdoor environments.
- Lead the team in creatively planning for the use of children's spaces to ensure children's developmental needs are being met.

Relationships

- Regularly engage with families on an individual and group basis as appropriate to ensure children's learning outcomes are shared and agreed with parents and carers.
- Lead, develop and support and supervision, annual appraisals and meetings.
- To adhere to support and advice from Early Years Team Leader to ensure high quality is maintained.
- Promote and develop inter-agency and multi-disciplinary partnerships.

Health and Safety

- To ensure that the programmes are appropriately planned before commencement and organised at the end and that good standards of health and hygiene are followed and that equipment and the environment is risk assessed and checked regularly for repair.
- To ensure the overall safety and well-being of the children.
- To carry out and oversee manual handling duties reducing the risk to all involved in line with manual handling guidelines.
- To ensure all duties are carried out in compliance with SureStart and Early Years Health and Safety Policy and Statutory requirements.
- To work with the team to ensure that all SureStart policies and procedures are adhered to at all times and all written records are appropriately maintained in accordance with Sure Start, Early Years – the organisation for young children and in line with Health and Social Care Board Minimum Standards.

Safeguarding

- To implement Safeguarding Children: Child Protection Policy.
- To ensure effective record keeping in line with policy.
- To communicate regularly with the Early Years team within the local HSCT to keep registration and inspection up to date.

Other

- To represent SureStart as agreed with the Line Manager.
- To be committed to own personal development and growth.

- To demonstrate commitment to SureStart by regular attendance and the efficient completion of tasks allocated.
- To promote Sure Start Programmes.
- To adhere to organisational values and behaviours in all aspects of employment.
- To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of SureStart and Early Years.
- To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.