

Personnel Specification

Job Title: Early Years Leader

Essential criteria

At the closing date applicants, must have:

1. QCF Level 5 Diploma in Childcare Learning and Development (Management) or equivalent **OR** NVQ Level III in Child Care, Learning and Development or equivalent **AND** currently undertaking a course of study that will lead to the above qualification at Point 1 or equivalent within two years from the date of appointment.
2. Two years' experience working in an early years setting.
3. One years' experience leading and supervising a team.

Desirable criteria

1. BA in Early Years Childhood Studies or equivalent.
2. Two years' previous experience leading and supervising members of staff gained in an early years setting.

For those candidates who meet the essential criteria the following competencies will be assessed at interview

Leadership	
Leads, involves and motivates others. Actively encourages others to work towards a common goal, delegating as appropriate.	
Role model	<ul style="list-style-type: none"> • Demonstrates leadership qualities and professional boundaries in all areas of work to inspire. • Role models a child-centred, holistic approach.
Decision making and problem solving	<ul style="list-style-type: none"> • Consistently projects a confident, controlled and focused attitude at all times, regardless of the situation or demands on own time. • Identifies and leads the actions to bring about success whilst encouraging others to work together to reach a positive outcome.
Coaching and mentoring	<ul style="list-style-type: none"> • Listening & responding effectively to support individuals identify solutions.
Conflict Management	<ul style="list-style-type: none"> • Enhances the learning outcomes, including effectiveness or performance in the setting by various conflict resolution techniques.

Social Emotional Intelligence	
Able to recognise and manage own feelings appropriately and in relationships, as well as understanding what other people are feeling. Uses skills needed to handle and influence other people's emotions effectively.	
Communication	<ul style="list-style-type: none"> • Uses clear positive communication both within and outside the organisation and at all levels. • Expresses issues and concepts clearly and confidently, verbally and in writing and displays active questioning and listening skills. • Proven ability to deal with confidential matters with discretion.
Interpersonal Skills	<ul style="list-style-type: none"> • Establish partnership working with clear roles and responsibilities. • Demonstrates resilience, perseverance and positivity with stakeholders • Uses creative thinking leading to innovation of practice and provision. • Support leadership in identifying goals and reasonable actions to achieve them.

Persuading, influencing and negotiating	<ul style="list-style-type: none"> The ability to communicate effectively with a wide range of stakeholders using a range of persuasive, influencing and negotiating skills.
Team work	<ul style="list-style-type: none"> The ability to work in a team and co-operation with other team members.

Technical Competence

Demonstrates the knowledge and skill to perform the activities consistently and over time evidencing high quality work and productivity.

Plan and prioritise	<ul style="list-style-type: none"> Provides clear solutions to problems for action setting. Creates and implements effective plans, to deliver objectives, ensuring priorities are understood and met. Demonstrable ability to multi-task, work to deadlines and use initiative.
Report writing	<ul style="list-style-type: none"> Constantly creates reports and documentation which matches the need of the audience/s which is succinct with a clear focus on outcomes, impact and next steps.
IT	<ul style="list-style-type: none"> Uses a range of IT systems and programmes with efficiency and impact.

Commitment to Excellence

Constantly strives to improve team performance and achievement for the organisation. Provides exceptional service and encourages others to do the same.
Identifies actions for improvements and ways to add value to service.

Please note

It is the applicant's responsibility to provide sufficient information for the application to be assessed.

Applicants should be aware that essential criteria listed above will be used for eligibility sift purposes.

Should shortlisting be required some or all of the desirable criteria may also be applied.

Applications will also be considered from applicants with relevant formal qualifications considered by Early Years to be of equivalent or higher standard to those stated. If you believe your qualifications are equivalent or, higher than, those required, the onus is on you to provide the panel with details of modules studied etc. so that an informed decision can be made.