Our Lady of Fatima Catholic Multi Academy Trust

**Early Year Specialist – Job Specification**

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| **Title** | Early Year Specialist |
| **Grade** | Subject to Qualifications/Experience |
| **Report to**  | Executive Headteacher/Assistant Headteacher’s/EYFS Co-ordinator  |
| **Responsible for** | To be responsible for the welfare, learning and development of the children as directed by the Executive Headteacher/Assistant Headteacher’s/EYFS co-ordinator |
| **Job Purpose** | To provide safe, high quality education and care for Pre-School children; to fulfil legal and statutory requirements; to supervise staff on a day to day basis; to contribute and implement Pre-School policies. |
| **Main Duties** | * To work alongside the SMT and staff team to ensure that the setting’s philosophy is fulfilled.
* Implement policies and procedures to ensure the welfare requirements of the Early Years Foundation Stage Framework are met.
* Assist in planning appropriate experiences for children to meet the learning and development requirements of the EYFS Statutory Framework.
* Participate in planning, assessment, recording and reporting, in line with the requirements of the EYFS Statutory Framework.
* To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
* To be responsible for monitoring the quality of teaching.
* To draw up and to supervise the daily programme of Pre-School activities and events.
* Take on the role of key worker with designated children through keeping records of your key children’s development and learning journeys and share with parents, carers and other key adults in the child’s life.
* Participate in providing a safe and secure learning environment for the children both indoors and out, that is welcoming and exciting and meets their needs and interests.
* Assist in providing effective liaison with parent/carers on a day to day basis regarding the welfare, learning and development of key worker children.
* Maintain the highest levels of cleanliness and hygiene/ food preparation.
* Take shared responsibility for the care, maintenance and security of all equipment and resources in the setting.
* Participate in performance management and access necessary training or professional development/Attend meetings as required.
* Comply with OLFCMAT policies and procedures at all times.
* Treat all staff, children, parents and other professionals with courtesy and kindness at all times.
* To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
* **Additional duties may apply depending on qualifications**
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| **General** | * To participate in the performance and development review process.
* Taking personal responsibility for identification of learning, development and training opportunities in discussion with the SMT.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Trustees of OLFMCAT are committed to safeguarding and promoting the welfare of children and young people and expects allstaff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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**Our Lady of Fatima Catholic Multi Academy Trust is committed to safeguarding and promotes the welfare of children.**