



Post: Early Years Lead Professional
Grade: Soulbury EIP 6-9 - All Year Round
Actual Salary: £42,684 - £46,705 plus £3,270 (inner London weighting) per annum
Section: Education
Responsible to: Headteacher

We are seeking to appoint an Early Years Lead Professional who has the vision, passion and commitment to lead our under 3's provision to ensure a robust quality of provision is further embedded and developed, and providing every opportunity for our children and their families to be school ready to join our nursery class.

Robert Blair School is Ofsted rated 'good' and has a 'good' Children's Centre. The children's centre works closely with our early years and is a key part of our whole school ethos and vision.

Robert Blair can offer you:

- ✓ A collaborative culture working towards a shared vision
- ✓ An ethos where the leadership and staff are committed to children achieving their best at all levels
- ✓ The opportunity to lead a Childrens Centre that is part of a creative and dynamic one form entry school
- ✓ An ethos where the leadership team is committed to children achieving their best at all levels
- ✓ A supportive environment with a strong commitment to CPD and a wide range of opportunities for staff at all levels
- ✓ The chance to work with and contribute to a solution focused, committed & creative leadership team and staff
- ✓ Opportunities to work collaboratively with a range of other schools, including CPD, through our forward thinking 'Maamulaha' school's network. <http://www.maamulaha.co.uk/>
- ✓ An unbeatable location in the vibrant area of inner-city London nestled between Kings Cross and Angel Islington
- ✓ Excellent transport links

We have high aspirations and strongly believe that an enriched and creative curriculum is the key to driving and sustaining a child's love for learning to successfully developing their potential.

Please contact our School Business manager, Melanie Burrows, to arrange a school tour and meet with the Head teacher, Michelle Bahn. **Visits to the school are strongly encouraged**

Closing Date: 9am 19th April 2022

Interviews: 29 April 2022

To apply for the post, please visit www.islington.gov.uk/jobs. If you need assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk.

Robert Blair school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All appointments are subject to DBS checks and excellent references. The successful applicant will be required to complete an enhanced declaration form to establish whether they are disqualified under these regulations

Early Years Lead Professional Job description

We are a committed team determined to create a place where everyone is provided with the opportunity to maximise their potential to enjoy a quality and purposeful life.

We are determined to provide a workplace where every employee is clear about the role they play and inspired, focused and supported to give their very best to ensure our children receive their full entitlement to a high-quality creative and purposeful learning experience.

PRIMARY JOB FUNCTION

1. To provide the vision, direction and leadership of our Childrens Centre, including the building and maintaining of the number of children, ensuring a high quality of childcare & early education and driving improved standards and provision narrowing the gap between children.
2. To support the continued development of a culture of reflection through cultivating a climate of the continuous review of strengths and areas for development, leading to actions for improvement and improved provision and outcomes.
3. Responsibility for the management of all day-to-day operational functions of the Childrens Centre including staffing levels, health and safety, HR, safeguarding, Early Years funding and managing the intake of new cohorts of children in order to meet occupancy targets.
4. To be an effective role model for staff in all aspects, including teamwork, positive relationships with children and parents, and appropriate early years teaching practice in order to improve outcomes for children and their families.
5. To provide line management and performance management to staff as appropriate supporting them to carry out their professional responsibilities and monitor the safeguarding responsibilities, performance and training of all staff.

DUTIES AND RESPONSIBILITIES

1. Ensure the successful development and implementation of high quality, developmentally appropriate, inclusive, learning environment in the Children's Centre which promotes learning through play and offers children learning experiences that meets their diverse and additional needs.
2. Have a sound knowledge and understanding of the educational, developmental, health and social needs of children under five and of the requirements and guidance relating to the EYFS statutory framework.
3. In conjunction with the school's policies and procedures and alongside the foundation stage team, ensure that the implementation of an effective planning, observation and assessment allows for the precise tracking of children's progress and identification of priorities. This includes the use of information technology systems for all staff to carry out their duties in the most efficient and effective manner

4. Ensuring children most vulnerable to low outcomes, including 2-year olds eligible for the free entitlement, EYPR children and those with SEND are supported with rigour, continuity and access to appropriate provision and multiagency access available to them.
5. Lead and support staff in developing and maintaining a partnership with parents that values parents' contributions and includes them in their child's education. This includes ensuring there is support for the home learning environment and continuity for the child and parents at points of transition into, within and out of the setting.
6. As the Designated Safeguarding Lead for the under 3's, ensure that there are robust safeguarding systems in line with school systems and in accordance with local and national policies, cultivating a safe culture for identifying and raising concerns including whistle blowing.
7. To analyse key sources of early years information and data in order to strengthen practice and re-direct resources against the identified key priorities.
8. In partnership with key colleagues monitor and evaluate the effectiveness of the Childrens Centre provision for teaching and learning and implement quality improvement strategies which impact on and improve outcomes for children.
9. To produce reports for a range of audiences and represent the provision at Islington Council and other appropriate events.
10. Keep abreast of issues concerning wider legislative policy context for early education, academic literature, research and debate.
11. Lead on developing and maintaining appropriate positive behaviour strategies for children that support their diverse needs.
12. Where appropriate hold meetings with parents and carers to address a range of issues from complaints to late collections or debts incurred against childcare fees.
13. With the leadership team develop and maintain positive working relationships with multi-agency partners and local organisations including EYS settings and other schools in the area to facilitate an integrated approach to services for all families and children. This includes the integrated Health and Education Review at age 2.
14. Lead the staff team in the use of early help frameworks and Team around the Child/ Family meetings.
15. With the Senior Leadership Team, draw up and monitor a relevant development plan / SEF and take a lead on developing and managing specific areas for development.
16. Where appropriate, lead in-service training and advise on individual CPD opportunities for your team and other members of staff.
17. Ensure the children's centre meets the criteria for a successful Ofsted inspection and liaise with Ofsted in all necessary matters including accident or serious incident reporting.
18. Coordinate the supervision of student placements and volunteers, ensuring they adhere to the ethos and practice of the centre in all matters.

19. Uphold and demonstrate in practice the principles of inclusion and equal opportunities in all aspects of the role.
20. Undertake regular Child Protection training at a level which commensurate with the role.
21. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Headteacher.

ADDITIONAL:

The post holder is expected to:

- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
- To provide appropriate cover in rooms for appropriate non-contact and staff absences as appropriate
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy)

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the school's Commitment to high quality service provision to the customer.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

CONFIDENTIALITY:

The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which is considered confidential in line with all GDPR expectations.

The Deputy Head of Childrens Centre will report directly to the Headteacher

POST HOLDER DECLARATION:

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| Name: | |
| Signature: | |
| Date: | |

Early Years Lead Professional Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the role of deputy head of childrens centre. It has been used to draw up the advert and will also be used in the short- listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

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| Service Area: Robert Blair Children’s Centre and School | Unit: Early Years and childcare services |
| Post Title: Early Years Lead Professional | Grade: Soulbury EIP 6-9 All year round. |
| REQUIREMENTS | |

| EDUCATION AND EXPERIENCE | | A/I/T* |
|---------------------------------|--|---------------|
| D1 | Qualified Teacher status (desirable). | A/I |
| E2 | Substantial successful experience of teaching and leading practice in early years, preferably including children from birth to three. | A/I |
| E3 | Proven experience of management of staff. | A/I |
| E4 | Substantial experience of curriculum leadership. | A/I |
| E5 | Experience of working in a multi-cultural inner city setting and of teaching children for whom English is an additional language. | A/I |
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| E7 | A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated working. | A/I/T |
| E8 | An understanding of the issues involved in promoting social inclusion and the factors that have the greatest influence on the lives of young children including the importance of building the resilience of parents and reducing stressors to ensure all children reach their full potential. | A/I/T |
| E9 | Excellent knowledge and understanding of the educational, developmental and health needs of children under 5 including those with SEND and how to implement the statutory learning, assessment, welfare and safeguarding requirements of the EYFS. | A/I/T |
| E10 | Knowledge and ability to meet the needs and improve outcomes for children through appropriate curriculum planning, differentiation, assessment, tracking and record-keeping. | A/I/T |
| E11 | Ability to create and maintain a high-quality learning environment which supports the development of strong characteristics of learning across all areas and in which children can thrive particularly in the areas of, personal, | A/I/T |

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| | social and emotional development and well-being. | |
| E12 | Ability to foster equality and promote the richness of diversity through the curriculum, in relationship with parents, and in the supervision, support and leadership of staff. | A/I/T |
| E13 | Ability to be reflective and evaluate provision through insightful analysis of qualitative and quantitative data and initiate appropriate changes. | A/I/T |
| E14 | Knowledge and understanding of, the importance of mainstream educational inclusion for children with special educational needs. | A/I/T |
| E15 | Ability to lead, manage and motivate staff in the development of quality education and care. | A/I/T |
| E16 | Commitment to maintaining and developing the ethos of the Childrens Centre as a partnership of children, management members, partners, parents/carers and the community. | A/I/T |
| E17 | Highly effective communication, interpersonal and emotional intelligence skills which support and facilitate trust and positive relationships with staff, parents, children and partners. | A/I/T |
| E18 | Understanding of the importance of appropriate information sharing and confidentiality in supporting children's and family's well-being. | A/I/T |
| E19 | Financial and budget management skills. | A/I/T |

COMMITMENT TO EQUAL OPPORTUNITIES

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| E20 | Ability to adhere to the Council's Dignity for All policy. | A/I |
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SPECIAL REQUIREMENTS OF THE POST

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| E21 | This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB). | E |
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E = Essential D = Desirable

***Assessed by:** A = Application, I = Interview, T = Task