



Early Years Lead Job description

SCHOOL:	Robert Blair
POSITION:	Children's Centre Lead
GRADE:	L5 - £50,906 per annum
SERVICE AREA:	Robert Blair School and Children's Centre
DIVISION/UNIT:	Early Years & Childcare Services
REPORTS TO:	Headteacher
MANAGES/SUPERVISES:	Children's Centre & Early Education Practitioners

PRIMARY JOB FUNCTION

1. To provide the vision, direction and leadership of the nursery, ensuring high quality childcare and early education that improves outcomes in line with the areas of learning and development in the EYFS and narrows the gap between those children most vulnerable to poor outcomes and the rest
2. The Children's Centre Lead will have full responsibility for the management of all day to day operational functions of the nursery 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.
3. 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.
4. 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 environments in the nursery which promote learning through play and offer children learning experiences that meet their diverse and additional needs.

2. In conjunction with the school Deputy ensure that the implementation of an effective planning, observation and assessment system allows for precise tracking of children's progress and identification of priorities including for children most vulnerable to low outcomes including 2 yr. olds eligible for the free entitlement, EYPR children and those with SEND in order to support rigour and continuity.
3. To analyse key sources of data, including the early years foundation stage profile, in order to strengthen practice and re-direct resources against the identification of key priorities.
4. To produce a range of reports for a range of audiences and represent the provision at Islington Council and other appropriate events.
5. Have 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.
6. Keep abreast of issues concerning wider legislative policy context for early education, academic literature, research and debate.
7. As the Designated Safeguarding Lead, ensure that there are robust safeguarding systems in place in accordance with local and national policies including promoting a safe culture for raising concerns including whistle blowing.
8. Lead and support staff in developing and maintaining effective systems for observation, assessment and planning which allows for precise tracking of children's progress.
9. Lead on developing and maintaining appropriate positive behaviour strategies for children that support their diverse needs.
10. 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.
11. 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.
12. In partnership with members of the Senior Leadership Team, monitor and evaluate the effectiveness of the nursery's provision for teaching and learning and implement quality improvement strategies which impact on and improve outcomes for children.
13. With the Senior Leadership Team, develop and maintain positive working relationships with multi-agency partners and local organisations including EY 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 other members of staff.
17. Ensure the nursery 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 commensurate with the role.
21. Undertake other minor and/or non-recurring duties appropriate to this post as directed by the Head of Centre.

ADDITIONAL:

The post holder is expected to:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- 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 provide appropriate cover in rooms for PPA, 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).

CONFIDENTIALITY:

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential.

The title of the post to which Early Years Lead will report: **Headteacher**

POST HOLDER DECLARATION:

Name:	
Signature:	
Date:	



Early Years Lead Person Specification

The person specification is a picture of skills, knowledge and experience required to carry out the role of early years lead. 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.

Service Area: Robert Blair Children's Centre and School		Unit: Early Years and childcare services
Post Title: Early Years Lead		Grade: L5
REQUIREMENTS		
EDUCATION AND EXPERIENCE		A/I/T*
E1	Qualified teacher status.	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
KNOWLEDGE, SKILLS AND ABILITY		
E7	A sound knowledge of child development, early childhood education, current early years policy and issues including the importance of early intervention and integrated	A/I/T

	working.	
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, social and emotional development and well-being.	A/I/T
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 nursery 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 families well-being.	A/I/T
E19	Financial and budget management skills.	A/I/T
COMMITMENT TO EQUAL OPPORTUNITIES		
E20	Ability to adhere to the Council's Dignity for All policy.	A/I
SPECIAL REQUIREMENTS OF THE POST		
E21	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring	E

	Service formally known as the Criminal Records Bureau (CRB).	
E = Essential		
*Assesed by: A = Application I = Interview T = Task		