

HONEYCROFT JOB DESCRIPTION

JOB TITLE	Early Years Professional or Practitioner with Early Years Teacher status
PLACE OF WORK	St. Barnabas Hall, Sackville Road, Hove
HOURS OF WORK	approx. 24-35 hours per week Mon to Fri
RATE OF PAY	£10.25 to £11.25 per hour depending on experience
HOLIDAY ENTITLEMENT	4 weeks of the year and bank holidays
ACCOUNTABLE TO	Operation Manager

Main Purpose of the Role

To lead on the delivery of the Learning Policy and implementation of the short, medium and long term plans to ensure an engaging and stimulating curriculum that meets the needs of all nursery children

All supervisory positions

- To be committed to the aims and objectives, vision and values of Honeycroft
- To deal with all enquiries in an effective and professional manner and being a positive role model when representing Honeycroft at external meetings
- To assist with the implementation of the centre's communication & marketing strategy and fundraising strategy
- To be familiar with and committed to the implementation of Honeycroft's Equal Opportunities policy and all other policies, ensuring all procedures are reinforced and correctly adhered to
- To liaise with the Operations / Service Manager on a regular basis providing updates and progress reports and liaise with and contribute to manager's meetings as required.

Key responsibilities and accountabilities:

9. Curriculum delivery and good childcare practice

- a) Oversee the delivery of an engaging and stimulating curriculum and learning environment that meets the Early Year Foundation Framework requirements.
- b) Monitor and evaluate the effectiveness of the curriculum and identify any gaps in provision and areas for development.
- c) Contribute to the development and implementation of initiatives that meet the individual needs of the children based on the data gathered.
- d) Lead regular staff planning and reflection sessions to ensure best practise is shared and staff enhance their own knowledge and understanding of children's learning and development.

1. Staff supervision and development

- a) Work as part of a team sharing a sense of direction, pride and energy.

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- b) Lead regular keyworker meetings allowing time for staff to highlight any areas of concerns around a child's development, behaviour or safeguarding issues.
- c) Contribute to the supervision and appraisal of agreed members of the team following the centre's supervision process.
- d) Oversee and support student placements and volunteers, to enable further development and completion of agreed learning targets.

11. Operational delivery

- a) Model best practice by acting as keyworker and working alongside colleagues contributing to the basic care needs of all children, including help with feeding, changing / toileting, teeth brushing, provision of snacks and keeping a good standard of general hygiene.
- b) Contribute to the general cleanliness of all nursery equipment and play areas.

12. Record keeping and reports

- a) Oversee the collation of material tracking the development of each child attending the nursery ensuring all keyworker records are up to date and accurate.
- b) Oversee parent / carer meetings to collect baseline data and plan follow up information sharing meetings.
- c) Oversee the completion of any transfer documents, assessments or transition reports for school starters.
- d) Ensure safe storage for all information, to guarantee compliance with data protection legislation.

13. General

- a) Liaising with the Operations Manager on a regular basis to provide updates on pre-agreed targets and objectives.
- b) Undertake any such training and duties associated with this post for the effective running of the centre.

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Personal specification

Essential

- Early Years Professional or Early Years Teacher status.
- Experience of delivering high quality play and learning opportunities for children aged between 2 and 5 years.
- Excellent communication skills.
- Confidence in their dealings with children, staff and parents.
- An extensive knowledge of the EYFS.
- Practical experience of monitoring and evaluation.
- Ability to role model exceptional practice to motivate and inspire colleagues.

Desirable

- A second language
- A good working knowledge of online learning journal 'Tapestry'