

## **JOB DESCRIPTION**

### **Job Title**

Senior Early Years Educator

### **Responsible to**

Childcare Manager / Deputy Childcare Manager

### **Working relationships**

- CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Childcare Manager, Deputy Childcare Manager, Room Leader, Deputy Room Leader
- YMCA Trinity Group staff, students and volunteers
- Suffolk County Council, Ofsted, external agencies, children and young people and their families and the wider community

### **Job purpose**

- To support the Childcare Manager / Deputy Childcare Manager in the day to day running of the setting, deputising in the absence of the Childcare Manager and Deputy Childcare Manager
- To provide professional leadership and management
- To adhere to YMCA Trinity Group policies and procedures.
- Assist the childcare team in providing a caring, safe, stimulating environment in order for children to grow and meet their full potential.
- To comply with all H&S, EYFS, OFSTED legislation and requirements
- To have a commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults

### **Main tasks**

The post holder will:

- Assist the setting in securing and sustaining OFSTED registration, facilitating inspections and implementing recommendations.
- Ensure high quality inclusive childcare is continually provided.
- Plan and deliver a suitable learning programme in line with the EYFS that offers a wide range of learning experiences and act as a keyworker for a group of children
- Be responsible for maintaining effective communication and encouraging and developing a team environment
- Ensure all daily routines are adhered to
- Liaise and support parents and carers, ensuring they are well informed of their child's progress
- Promote cooperative working and networking between YMCA Trinity Group Childcare settings.

- Have up to date knowledge and understanding of Early Years practices and current curricula attending training courses as appropriate
- Provide efficient administration, collect required data and maintain appropriate and relevant records as required by regulatory bodies.
- Ensure that risk assessments are completed as necessary for activities, equipment and environment.
- Ensure all staff receive relevant training and guidance in order to fulfil their role and that appropriate supervision and personal development is implemented, following YMCA Trinity Group's procedure for one to ones and OKR's.
- Support the induction of staff, students and volunteers.
- Support staff in order to fulfil their role.
- Supervise and provide training and advice to apprentices, students and work experience placements
- Attend regular team meetings
- Implement all organisational and department policies, these include safeguarding and equality and diversity
- Work towards and achieve agreed quality assurance schemes
- Ensure excellent customer service is provided and queries or complaints are dealt with in line with organisation policy
- Promote the Aims and Purposes of the YMCA, specifically holding in balance the Christian, charitable and commercial aspects of the Association's work.
- Operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines
- Offer a commitment to work unsocial hours when required.

**Other Tasks**

- Any other jobs within the capabilities of the post holder.

**PERSON SPECIFICATION**

**Post: Senior Early Years Educator**

<b>Education / Qualifications / Knowledge:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Useful</b>
Educated to Level 3 early years qualification or equivalent	✓		
A thorough knowledge of legislation, guidance and standards relating to early years provision and childcare	✓		
Extensive working knowledge of the EYFS	✓		
A knowledge and understanding of the need to value the views, skills and expertise of others	✓		
A knowledge of integrated work procedures (CAF)	✓		
Knowledge and understanding of SEN Code of Practice and safeguarding	✓		
<b>Aptitudes and skills:</b>			
Good verbal and written communication skills and ability to relate well to children and adults	✓		
Knowledge of Health and Safety at work		✓	
Ability to manage, motivate and coordinate staff and volunteers appropriately and effectively	✓		
Good organisational skills	✓		
Able to exercise close attention to detail and maintain accuracy levels	✓		
Able to present self and work effectively	✓		
Able to work alone and in a team, with good interpersonal skills	✓		
Able to communicate with a wide range of staff and external contacts	✓		
Good time management and an ability to prioritise	✓		
Excellent IT skills		✓	
<b>Experience:</b>			
At least 2 years post qualifying experience working in an early years setting	✓		
Able to demonstrate the experience of report writing and presentation skills		✓	

Experience of leading, managing and motivating a staff team		✓	
<b>Personal qualities:</b>			
Be sympathetic and committed to the Christian aims and purposes of YMCA Trinity Group	✓		
Have personal and professional integrity	✓		
Have a vision of an integrated and inclusive programme of activities		✓	
A genuine respect and regard for children and families, understanding the issues that impact on their lives	✓		
To show a commitment and enthusiasm towards achieving positive outcomes for service users	✓		
Be able to work on own initiative	✓		
Understand and respect the principles of confidentiality	✓		
<b>Circumstances:</b>			
Able to work under pressure and work extended and unsocial hours	✓		
<b>Physical health:</b>			
Able to meet the demands of the post with or without reasonable adjustment	✓		
<b>Equal opportunities:</b>			
An understanding of equal opportunities issues	✓		
Commitment to Equal Opportunities legislation and an understanding of, and commitment to work within the principles of diversity	✓		