



Senior Early Years Educator

Responsible to: Children and Family Services Manager

Responsible for Early Years Educators, Early Years Apprentices, Students & Volunteers

Grade: C

Purpose

To lead and manage one of our early years rooms, overseeing practice and ensuring all children and families receive a high-quality and consistent service.

To work as a member of the senior Early Years team contributing to the ongoing development of the setting and team.

Main duties and responsibilities

- Provide a safe, secure, and child-centred physical and emotional learning environment which supports the developmental needs of all children.
- Work within the Early Years Foundation Stage (EYFS) and Birth to five matters guidance to observe, assess, monitor, and maintain records on children's development, including those with SEND.
- Work as a line manager and role model to early years educators, apprentices, students, and volunteers, monitoring practice and providing supervision, guidance, and support.
- Ensure safeguarding practices, policy and procedure are followed and adhered to.
- Ensure the health, safety and hygiene of children and staff are maintained, both inside and outside the setting.
- Respect and promote equity, diversity and inclusion and work in an anti-discriminatory and non-biased manner.
- Build and maintain warm and respectful relationships with parents and carers, ensuring effective communication and listening skills.
- Promote teamwork and work with and support your colleagues and peers, including external professionals, apprentices, agency staff, students, and volunteers, in a warm and respectful way.
- Attend and contribute to staff meetings, staff training days and other relevant and necessary training as required.
- Keep up to date with changes in the curriculum and developments in best practice and cascade this with the wider team.
- Undertake management duties as necessary in the absence of the Manager or Deputy Manager.
- Work within the professional expectations, policies, guidance, and ethos of Windmill Hill City Farm's setting.

Person Specification

Essential

- NVQ 3 or equivalent childcare qualification
- To have a minimum of two years' experience working in an early years' setting.
- To have a minimum of one years' experience leading a team.
- Up to date knowledge of current guidance and legislation.

Job Description



- In depth understanding of the EYFS.
- Excellent communication skills and the ability to interact professionally and effectively with children, staff, parents, carers, and other professionals.
- The ability to build respectful, warm, and trusting relationships with parents and carers.
- Understanding and commitment to working with all safeguarding policies, practices, and procedures.
- The ability to take responsibility for your own health and safety and that of others.
- Understanding of and a commitment to Equity, Diversity, and Inclusion.
- To be enthusiastic, reliable, consistent, and self- motivated.
- Excellent team working and team building skills and the ability to use own initiative.
- Willingness to undertake training.

Desirable

- To have or be working towards a further Early Years qualification, such as the Early Years Teacher/Professional Status, an Early Years Degree, Qualified Teacher Status, or equivalent qualification.
- First Aid Certificate.
- Food Hygiene Certificate.
- Experience of working with vulnerable families.
- Experience of working with children with additional needs.
- An interest in the work of Windmill Hill City Farm, and an understanding of our aims and objectives.