

Job Profile

Position Details	
Post	Early Years Officer
Service Area	Deputy Chief Executive / CYPS / Schools & Learning
Reports to	Nursery Coordinator
Grade	SO1
Job Family	To be completed by HR

Role Purpose
<p><i>Stonecroft is an “Outstanding” and innovative Nursery with friendly, hard working and supportive staff. You will be working as part of a highly motivated and professional team. At Stonecroft we have created an exciting learning environment for children to grow and reach their full potential</i></p> <p><i>We are looking for an Early Years Officer to take the Lead role in developing and motivating a high level of care, learning, play and education for children aged 2 years to rising 5 year olds.</i></p>

Main Responsibilities
<ol style="list-style-type: none"> 1. To establish, develop and maintain key person for groups of children supporting their physical, emotional, intellectual and linguistic development both individually and in a group situation. 2. To plan and implement a board, balanced and differentiated curriculum, which underpins all future learning, which is inclusive and meets the needs of each child including and extended provision. 3. To foster children’s independence, self reliance, self esteem and confidence 4. As part of the key person role, support children and their parents/ carers through: <ol style="list-style-type: none"> i) The settling in period; ii) Maintaining effective and professional relationships with parents/ carers, meeting with them as appropriate (including formal parents meetings) iii) Sharing important information re all aspects of the children’s developmental needs iv) Develop links between the centre and the home and offer guidance and support to families to enable them to develop their parental skills through increased participation in centre activities. 5. Ensure regular observations and evaluations of children’s progress are recorded and kept and, within the key person role, take the lead in planning for and assessment of the child’s

learning and development and write necessary reports in line with the policies and processes of the centre. Ensuring Parents/ Carers, including professional carers, are involved with the process.

6. To be responsible for ensuring that all the resources and equipment, including ITC equipment, that the children in the centre have access to, are in a good, safe condition, and that any unsafe equipment is repaired or/and removed .
7. To support children to develop independent personal care skills including toileting, feeding, washing and dressing.
8. To support children and their parents/ carers with a range of special Education needs and Disabilities (SEND) within the Centre environment and to take part in SEND meetings including assessments and EHCP planning meetings and contribute to any paperwork.
9. To support children with a range of behavioural needs within the centre environment, and to take part in relevant meetings with Parents/ Carers and other professionals that will support the child and their family.
10. Liaise with other professionals in formulating and implementing a health care plan for children identified with an additional need, and be responsible for the safe storage of the children's medical equipment, and to carry out necessary and agreed medical intervention(after receiving appropriate training) and in line with the Children and Young People's Service policy on supporting pupils with medical needs in schools and centres. (Section 5 of the Haringey Schools Health handbook)
11. To liaise with parents and primary school staff to aid the smooth transition of children from the centre into school, including preparing developmental reports to inform the next stage of learning.
12. Work with and supervise children both inside and outside the centre as required including providing the children with meals and healthy snacks.
13. To be involved in planning, preparing and undertaking outings/ excursions away from the centre taking into account health and safety, and the needs of the children going on the outing.
14. To implement Centre's equal opportunities policy fully, to work actively to overcome discrimination and stereotyping and to promote and celebrate the rich diversity of the Borough.
15. To be aware of and follow Haringey's Child Protection procedures(Pan London Child Protection Procedures) identifying, reporting and monitoring suspected child abuse and children at risk, reporting to the designated Child Protection Officer. And to attend relevant and necessary meetings in line with these procedures.
16. To undertake the day-to-day training and supervision of Nursery Nurses, EYO Assistants and other support staff, students, volunteers and work experience staff that are assigned to them.

17. To be responsible for identifying your own professional training and development needs and attend training staff that are assigned to you.
18. To have knowledge and experience of using I.T to a level that is required to produce reports and to maintain relevant records.
19. To have understanding, knowledge and the ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
20. Health and Safety aspects/issues, first aid/ manual handling etc in relation to working environment, i.e Hazardous materials and relevant processes/ legislations.
21. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Experience <ul style="list-style-type: none"> • Working with children 0 – 5 • Inclusive practice of children with special needs • Working in partnership with parents and other professionals • Providing a planned, integrated curriculum which advocates play based learning • Working a member of a team 	Essential Essential Essential Essential Essential
Skills, Abilities <ul style="list-style-type: none"> • Team work • Communication skills – verbal and written • Ability to plan, implement, record and review all aspects of work • IT Skills – competent use of all main Office packages and web applications • Liaise with parents and other professionals • Willingness to undertake any other duties commensurate with the post. • Student/volunteers and /or staff supervision 	Essential Essential Essential Essential Essential Essential Desirable

Knowledge <ul style="list-style-type: none"> • Of child development and learning • Good childcare practice • Positive work with children with special needs • Relevant childcare and education legislation, regulations and procedures (Birth to 3 Matters, Early Years Foundation Stage, OfSTED, Every Child Matters, ChildCare Act 2006) • Curriculum planning • Child protection procedures and safeguarding principles • Promotion of parental and community involvement • Demonstrate a commitment to and carry out duties with regard to the principles of the Council's Equal Opportunities Policy 	Essential Essential Essential Essential Essential Essential Essential Essential
Qualifications <ul style="list-style-type: none"> • Recognised education/childcare or Early Years qualification (NVQ Level 3) • Commitment to continuing professional development 	Essential Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ul style="list-style-type: none"> • Parents / Carers • Colleagues in the Children's Centre • Schools • Health Professionals • Local Authority • Community based groups and other early years providers <p><u>Other Information:</u></p> <p>The range of competencies applicable to the post are:</p> <ul style="list-style-type: none"> • Self development and Learning • Team Work • Self discipline and organisation • Networks and partnerships • Communicating effectively and appreciating diversity • Innovation and finding solution • Customer focus <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
<p style="text-align: center;">Nursery Coordinator F/T Deputy Nursery Coordinator P/T Senior Early Years Officer P/T Early Years Officer x 2.5 F/T</p>

Nursery Nurse x5 F/T

Early Years Officer Assistant x4 F/T

Centre Assistant x3 P/T

Reception Admin

Site Manager P/T

Cook P/T

Finance Officer P/T

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	N		Use of a computer.	Y	5%
Audio typing.	N		Crisis or conflict situations.	N	
Walking more than a mile.	N		Manual handling.	Y	40%
Working alone or in isolation.	N		Working in confined spaces.	N	
Driving a car, van or minibus.	N		Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	N		Working shifts / unsocial hours, nights.	N	
Outdoor work involving uneven surfaces.	Y	50%	Standing or sitting for prolonged periods.	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	N		Working at heights / on ladders, roof work.	N	
Teaching, or responsibility for, children.	Y	100%	Outdoor work involving extremes of temperature.	N	
Electrical hazards.	N		Control and restraint.	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: